

## Communication to All Staff Members



Fall and winter weather are upon us, and we'll likely have some inclement weather in the future. In the event that IU13 is closed, delayed, or dismissing early, the message will be communicated via the following:

- **IU13 Twitter** (<http://twitter.com/IU13>)
- **IU13 Facebook** (<https://www.facebook.com/LancLebIU13>)
- **IU13 Website** ([www.iu13.org](http://www.iu13.org), and click on Delays/Cancellations)
- **IU13 Inclement Weather Hotline** (717-606-1033)
- **\*TV Stations:** WGAL-8, ABC-27, and CBS-21
- **OneCall Phone/Text:** (Voluntary system. Staff must register to participate. [Details](#) are on MyIU Sharepoint Site.)
  - Click [here](#) for detail on how to register for the OneCall System.
  - A test of the OneCall System is scheduled for **Wednesday, November 15th at 10:00am.**

**Please note that YOU are responsible for obtaining delay/closing information through one of the avenues noted above. You will not receive a phone call from your supervisor.**

The weather often varies between counties. It is important to **thoroughly review** the weather announcements the weather announcements and when in doubt, confirm with a secondary source:

- If **Lebanon County** is delayed or closed, the announcement will read **"IU13-Lebanon."**
- If **Lancaster County** is delayed or closed, the announcement will read **"IU13-Lancaster."**
- \*If **both counties** are closed, the announcement will read **"IU13-All."**

**\*Important Note:** Many of the TV stations categorize postings by county and will NOT guarantee the "IU13-All" posting. This is out of our control. You are encouraged to ALWAYS verify the details on the IU13 website, social media, and hotline.

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## Are You Hosting an Event?

If you are hosting an event, please remember to include the Inclement Weather Policy in your promotional materials, as listed below:

### **IU13 Inclement Weather Policy:**

In the event of inclement weather and IU13 is on a delayed start or cancellation, all events at IU13 facilities will follow suit. These announcements will be available on the IU13 website at [www.iu13.org](http://www.iu13.org) (Click on Delays/Cancellations.)

Questions regarding the policy should be discussed with your IU13 event coordinator.

## Professional Courtesy for Event Attendees

If inclement weather is in the forecast, please send a courtesy email to registered attendees reminding them of the IU13 inclement weather policy and how to check for delays and cancellations. This should

be done 24 hours prior to the event if possible. You should be able to access an email list from the registration platform (i.e., Constant Contact, MyLearningPlan, or Wufoo).

### To cancel/delay/modify an IU13 Event:

- **Events Inside the IU13 Conference Center:** Email [conference\\_services@iu13.org](mailto:conference_services@iu13.org), call 717-606-1634, or 717-606-1960, during the hours of 7:30 am – 4:00 pm. **After hours,** please contact Jolene Brill via text or phone at 717-682-0120.

**When IU13 closes the Lancaster office,** IU13 events in the center will automatically be canceled. If you have information regarding a snow date that you would like communicated, please make sure to provide that information to Jolene.

**In the event of a weather delay,** please be sure to contact Jolene Brill so that a revised schedule for your event can be posted online. All events occurring on a delay day will appear on the IU13 website as “status to be determined” until clarification is received for cancellation or a delayed start. Please do not assume that you will be able to extend the end time of your event. Please consult conference center staff to determine if that is possible prior to communicating to attendees.

- **Events Outside the IU13 Conference Center:** Go to [iu13.org/frosty](https://iu13.org/frosty) and complete the form. You will need to log into your IU13 Google Account to complete this form. (Personal Google/Gmail accounts will not have access.)
  - *During business hours, you may also contact the Corporate Communications Team at 717-606-1655 or [communications@iu13.org](mailto:communications@iu13.org).*

If you have additional questions, please contact Shannan Guthrie (717-606-1702 or [Shannan\\_guthrie@iu13.org](mailto:Shannan_guthrie@iu13.org)) or Susan J. Frederick ([susan\\_jfrederick@iu13.org](mailto:susan_jfrederick@iu13.org) or 717-606-1655).

For questions regarding staff schedules during weather emergencies, please reference the “[H350 - Staff Schedule during Weather Emergencies](#)” procedure in the IU13 Employee Handbook on the IU13 SharePoint site.