ARDC Operating Plan
for Inclement Weather Closedown

The IANR has developed a Policy for Inclement Weather Closedown. This protocol augments that policy with specific processes how the IANR Policy is implemented at ARDC.

The ARDC Director shall make every effort to decide (in consultation with the IANR Vice Chancellor) to closedown the ARDC due to inclement weather before 7:00 a.m. and begin the process of notifying employees. The ARDC Director may determine delayed start or early closings of ARDC. The ARDC Office will maintain a Notification list of names and contact information submitted by Department personnel that will be notified of a closedown. It is the responsibility of Departments to inform and update name information to ARDC administration. ARDC will annually provide Notification list report and solicit changes. The ARDC will maintain a contract with a notification company to distribute notifications to members on the Notification list. Notification list members may choose preferred method(s) 1) Email, 2) SMS text, 3) Phone voice. Notifications will be made in order listed. ARDC Director or his/her designate will authorize and initialize notifications.

In deciding to close the ARDC, the Director shall consider:

1. National Weather Service and other weather forecasts
2. Current conditions including local road observations
3. Time of day relative to business hours
4. Nebraska Department of Roads 511 Road conditions, closures, and road cams
5. Input from employees living close to the ARDC regarding travel
6. UNL Lincoln campus decisions to remain open or close
7. Televised reports of area closedowns
8. Safety of employees
9. Safety and tending of Livestock *

Unless otherwise notified, ARDC reopens the following business day at normal time.

* It is the policy of the ARDC to send non-essential people home or delay business day start to enable essential personnel and snow removal crews to focus on animal care.

**Essential Personnel**
Essential personnel shall report to work unless otherwise notified by supervisor. Essential personnel shall not leave work site without supervisor approval.

Dated February 21, 2013
MAS