

University of Washington Bothell

Inclement Weather/ Suspension Procedures

UW Bothell Info Line:
425-352-3333

UW Seattle Info Line:
206.UWS.INFO
(206.897.4636)

Introduction

This procedure applies to the decision to suspend classes or campus operations at the University of Washington Bothell and provides operational guidelines to implement the University Suspended Operations Policy (*University Handbook*, Executive Order #27). Please note the decision to suspend classes or campus operations at UW Bothell is made independent of decisions for UW Seattle or UW Tacoma.

All faculty, staff, and students should assume UW Bothell is open and holding classes unless notified to the contrary in accordance with these procedures.

Definitions:

Suspension of classes is the temporary discontinuance of academic instruction. Students should not attempt to arrive on campus until the suspension is lifted. Faculty and staff should consult with their immediate supervisor.

Suspension of campus operations is the temporary discontinuance for normal work activities, academic or support programs, and other campus events. Students, faculty, staff, visitors, and non-essential personnel should not be on campus.

Suspension Implementation

This procedure will be implemented whenever conditions require that UW Bothell suspend classes or campus operations.

- Assessment of conditions and the potential to seriously disrupt classes or campus operations.
- Decision to suspend classes or campus operations.
- Activation of notification systems to inform students, faculty, and staff of suspension decision.
- Application of compensation guidelines for time off during suspended operations (*University Handbook*, Executive Order #27).

Suspension decisions should be made prior to the following times, although unanticipated weather or emergency conditions may alter this schedule:

6:00 AM:	Early morning classes from 8:00 - 11:00 AM.
9:00 AM:	Mid-day classes from 11:00 - 4:30 PM.
2:30 PM:	Late afternoon/early evening classes from 4:30 – 8:00 PM.
5-6:00 PM:	Late evening classes from 8:00 PM – 10:00 PM.

Administrative Services will continue to be operational and staffed regardless of suspension announcements, but may operate on a reduced schedule or scope of activities. In addition, each major department of UW Bothell has designated an individual who will be considered “essential” during suspended operations, and will be responsible for updating voicemail and email communications in that unit.

Notification Systems

Activation of these notification systems are used to inform students, faculty, and staff of any suspension decisions.

- UW Bothell Information Line: 425-352-3333
- UW Bothell Website Homepage: www.uwb.edu
- UW Seattle Information Line: 206-897-4636
- UW Seattle Website Homepage: www.washington.edu
- UW Alert System: get text message alerts on your cell phone (NEW)
- Public School Emergency Communication System: www.SchoolReport.org (NEW)
- Local television and radio media outlets

General Responsibilities

Chancellor

- Authorize suspension of classes or campus operations in consultation with the UW Provost and Executive Vice President, Cascadia President, and UW Bothell Vice Chancellor for Administrative Services.

Vice Chancellor for Administrative Services

- Participate on UW Bothell Weather Team.
- Advise Chancellor of local conditions and circumstances.
- Authorize suspension of classes or campus operations if the Chancellor is not available.
- With the Chancellor's authorization, contact the UW Bothell Weather Team Members who will contact their appropriate teams, staff, and groups to take action as required for campus services and release of public information.
- If campus operations are suspended on a Friday, advise Chancellor of campus' weekend operations, including building, library and computer lab hours:
 - Disseminate information to UW Bothell Weather Team.
- Develop internal inclement weather guidelines for all Administrative Service units.

Vice Chancellor for Academic Affairs

- Participate on UW Bothell Weather Team.
- Advise Chancellor of local conditions and circumstances if the Vice Chancellor for Administrative Services is not available.
- Authorize suspension of classes or campus operations if the Chancellor and Vice Chancellor for Administrative Services are not available.
- With the Chancellor's authorization, contact Academic Directors, Library Director, and Student Affairs Director to take action as required for classes and services.
- Develop internal inclement weather guidelines for Academic Programs, Library, and Student Affairs.

Director of Facilities

- Monitor severity of conditions for effect on UWB facilities. Make local assessment to determine weather conditions and area concerns.
- Participate on UW Bothell Weather Team and advise team members of local conditions and circumstances.
- If campus suspends operations on a Friday, advise UW Bothell Weather Team of weekend conditions and circumstances.
- With the Chancellor's authorization, implement Inclement Weather facility procedures for buildings, campus roads, and related tasks as necessary.

Director of Security

- Participate on UW Bothell Weather Team.
- With Chancellor's authorization, implement Inclement Weather security procedures for buildings, campus roads, and related tasks as necessary.

Director of Public Relations

- Activate all notification systems
- Update message on the UW Bothell Information Line (425.352.3333).
- Authorize update of UWB website homepage with message alert. www.uwb.edu
- Contact UW C&C for update of UW Seattle Information Line (206-897-4636).
- Contact UW Seattle News & Information for update of UWS website homepage and for press release to local television and radio media.
- Authorize UW Alert system for text message alert (include how to)
- Notify Public School Emergency Communication System for update to SchoolReport.org (include how to)
- If campus suspends operations on a Friday clarify status of campus' weekend operations, including building, library and computer lab hours:
 - Disseminate information via outlets above.

Manager of Program Operations

- With Chancellor's authorization, notify campus service vendors for bookstore, parking, and food service of Inclement Weather suspension for appropriate operating modifications.

Director of Finance & Administration

- With Chancellor's authorization, notify espresso cart manager and transportation coordinator of Inclement Weather suspension for appropriate operating modifications.

Director of Human Resources

- Advise campus departments and employees of compensation practices in the event of a full or partial suspension of operations.

Academic, Library, and Student Affairs Directors

- Provide Vice Chancellor of Academic Affairs with an outline of procedures that the program will follow to notify students regarding suspension of classes.
- Identify an individual who will be considered "essential" during suspended classes or campus operations and will be responsible for updating voicemail and email communications in the program.

Faculty

- **Call the UWB Information line: 425-352-3333** or Seattle: 206.UWS.INFO or 1-866-UWS-INFO to determine whether classes or campus operations have been suspended.
- Sign up for UW Alert system for text message alert
- Update voicemail/email for individual classes.
- Post Usenet group message on status of classes.
- For small classes, faculty may want to use telephone tree.
- If operations are not suspended, contact your director.

Staff

- **Call the UWB Information line: 425-352-3333** or Seattle: 206.UWS.INFO (206.897.4636) or 1-866-UWS-INFO (1.866.897.4636) to determine whether classes or campus operations have been suspended.
- Sign up for UW Alert system for text message alert.
- If operations are not suspended, contact your immediate supervisor.

Students - Access information about class suspensions prior to attempting to arrive on campus

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- UWS website alert message: **www.washington.edu**
- Sign up for UW Alert system for text message alert
- Public School Emergency Communication System: **www.SchoolReport.org**
- Class Usenet group (if available)
- Faculty office phone number (if available)
- Local television news and radio announcements