

University of Washington Bothell

Inclement Weather – Campus Closure Procedure

Introduction

This procedure applies to the decision to amend classes and/or campus operations at the University of Washington Bothell and its off-site locations in the event of inclement weather. Please note, the decision to close the UW Bothell campus 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.

Campus Closure Procedure

Campus Closure is a temporary lockdown of campus buildings, all business operations are altered. Students, Faculty, and Staff should not attempt to arrive on campus.

The following procedure will be implemented whenever conditions require that UW Bothell close campus.

- Assessment of conditions and the potential to seriously disrupt classes or campus operations.
- Decision to close campus and conduct classes and services remotely.
- Activation of notification systems to inform students, faculty, and staff of campus closure.

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

5:00 AM:	Early morning classes from 7:00 - 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

Non-essential staff

Due to COVID, the majority of the University's non-essential staff are working a hybrid schedule. If UW Bothell campus closes due to severe weather or for other reasons, non-essential staff who are teleworking are encouraged to continue to do so during the closure.

Those who are unable to continue teleworking due to power outages, or other impacts, should follow the procedures provided by the emergency notification systems (listed below).

Essential staff

Each major department of UW Bothell have designated individual(s) who are considered “essential” during suspended operations or campus closures. Essential departments within Planning & Administration will continue to be operational and staffed regardless of suspended operations or campus closures but may operate on a reduced schedule.

Off-site programs at Bellevue College, Everett Community College, Everett University Center, Evergreen Healthcare, and any other off-site programs that are not listed here will follow the decisions made by their host facility/property manager.

Leased spaces such as the UWB Beardslee Building (UWBB) and UWB Beardslee Crossing (UWBX), will be assessed and a decision regarding closure will be made jointly with the campus.

Notification Systems

Activation of these notification systems are used to inform students, faculty, and staff of any campus closure decisions. The UW Bothell emergency page www.uwb.edu/emergency is the official source of information for UW Bothell.

- UW Bothell Information Line: 425-352-3333
- UW Bothell Website Homepage: www.uwb.edu
- UW Bothell emergency page: uwb.edu/emergency
- UW Omnilert System (receive text message alerts and/or email)
 - www.washington.edu/safety/alert/
- Public School Emergency Communication System: <https://www.flashalert.net/>
- UW Bothell Facebook Page: www.facebook.com/uwbothell
- UW Bothell Twitter Page: www.twitter.com/uwbothell
- UW Bothell Instagram: uw_bothell
- AlertUs Desktop Notification: message alerts scroll on UW Bothell computers

General Responsibilities

Chancellor

- The Chancellor delegates authority to the UW Bothell Vice Chancellor for Planning & Administration to authorize campus closure in consultation with the President of Cascadia College.

Vice Chancellor for Planning & Administration

- Advise Chancellor of local conditions and circumstances.
- Authorize closure of campus to conduct classes and services remotely.
- Contact Planning & Administration leadership team to activate internal protocol as required for business operations.

Vice Chancellor for Academic Affairs

- Authorize closure of campus to conduct classes and services remotely if the Vice Chancellor for Planning & Administration is not available.
- Contact all Academic Deans, Associate Dean of the Library, Assistant Vice Chancellor of Research, and Center Directors to activate internal protocol as required for classes and services.
- Communicate the internal inclement weather guidelines to the Activities & Recreation Center, Library, Quantitative Skills Center, Writing & Communication Center, and all Academic Schools and Programs.

Vice Chancellor for Enrollment Management & Student Affairs

- Provide Chancellor with an outline of procedures that the department will follow to notify students of remote class schedules and departmental services.
- Contact Enrollment Management and Student Affairs leadership team to activate internal protocol as required for business operations.
- Identify individual(s) who will be considered “essential” during campus closures and responsible for updating voicemail and email communications in the program.

Associate Vice Chancellor for Facilities Services & Campus Operations

- Participate on UW Bothell Weather Team.
- Develop internal inclement weather guidelines for Facilities Services, Campus Safety and Transportation Services.
- Monitor severity of conditions for effect on UW Bothell facilities. Make local assessment to determine weather conditions and area concerns and initiate 4:20am conference call to discuss alternatives.
- Advise Vice Chancellor for Planning & Administration of local conditions and circumstances.
- If campus operations are amended on a Friday, advise Vice Chancellor of campus’ weekend operations, including building, library and computer lab hours:
 - Disseminate information to UW Bothell Weather Team.
- Implement inclement weather facility procedures for buildings, campus roads, and related tasks as necessary.

- Notify Director of Transportation of campus closure for appropriate operating modifications.
- Notify Director of Campus Safety of campus closure for facility lockdown.

Assistant Vice Chancellor for Information Technologies

- Contact IT leadership team to activate internal protocol as required for business operations.
- Identify individual(s) who will be considered “essential” during campus closure that will be responsible for ensuring campus technology is operational.

Senior Director of Organizational Excellence & HR Management

- Advise departments and employees of compensation practices and telework agreements in the event of suspended operations or campus closure.

Director of Communications (serving as UW Bothell’s Public Information Officer)

- Participate on UW Bothell Weather Team.
- Receive status information from Bellevue College, Everett Community College (ECC), Everett University Center, and Evergreen Healthcare.
- Activate notification systems.
- Authorize UW Omnilert system for text message alert.
- Update message on the UW Bothell Information Line (425.352.3333).
- Authorize update of UWB website homepage with message alert (www.uwb.edu).
- Notify Public School Emergency Communication System for update to flashalert.net
- If campus closes on a Friday clarify status of campus’ weekend operations, including building, library and computer lab hours:
 - Disseminate information via outlets above.

Director of Campus Safety

- Participate on UW Bothell Weather Team.
- Maintain building locking system.
- With Vice Chancellor’s authorization, implement inclement weather security procedures for buildings, campus roads, and related tasks as necessary.
- Activate Emergency Operations Center or Core Crisis Communication Group as necessary.
- Notify the UW Bothell Emergency Executive Policy Group.

Director of Administrative Services

- Annually update the inclement weather guidelines and disseminate to UW Bothell and UW Seattle.
 - Publish the Campus Closure Procedure on www.uwb.edu/emergency/weather
- Assist the Associate Vice Chancellor for Facilities Services & Campus Operations with developing an emergency response plan for Facilities Services, Campus Safety and Transportation Services.
- Communicate procedures to ‘essential staff’.

Faculty

- **Call the UWB Information line: 425-352-3333**
- Sign up for UW Omnilert 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 faculty member is unable to get to campus for class, contact appropriate dean or program director.

Staff

- **Call the UWB Information line: 425-352-3333**
- Sign up for UW Omnilert system for text message alert.
- If campus is closed, contact your immediate supervisor.

Students - *Access information about campus closures prior to attempting to arrive on campus*

- **UWB Information Line: 425-352-3333**
- UWB website alert message: www.uwb.edu
- Sign up for UW Omnilert system for text message alert

- Public School Emergency Communication System: <https://www.flashalert.net/>
- UW Bothell Facebook Page: www.facebook.com/uwbothell
- UW Bothell Twitter Page: www.twitter.com/uwbothell
- UW Bothell Instagram: uw_bothell
- Class Usenet group (if available)
- Faculty office phone number (if available)