

University of Washington Bothell Inclement Weather/Suspension Procedure

Introduction

This procedure applies to the decision to suspend classes and/or campus operations at the University of Washington Bothell and its off-site locations, and provides operational guidelines to implement the University Suspended Operations Policy (*University Handbook*, [Executive Order #27](#)). Please note the decision to suspend classes and/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.

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 and/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:

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

Under current COVID-19 modified operations, the majority of the University's non-essential staff are teleworking. If UW Bothell temporarily suspends non-essential operations due to severe weather or for other reasons, non-essential staff who are teleworking are encouraged to continue to do so during the operational suspension.

Those who are unable to continue teleworking due to power outages, changes in telework circumstances as a result of operational suspension, or other impacts, should follow the suspension 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. Essential departments within Planning and Administration will continue to be operational and staffed regardless of suspension announcements or remote work due to COVID-19, but may operate on a reduced schedule.

Off-site programs at Everett Community College (ECC), Harborview Medical Center (EMC), Swedish First Hill Campus, the Eastside Leadership Center (ELC), and any other off-site programs that are not listed will follow the decisions made by their host facility/building manager;

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

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Notification Systems

Activation of these notification systems are used to inform students, faculty, and staff of any suspension 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 Alert System (receive text message alerts and/or email): www.uwb.edu/emergency
- 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
- AlertUs Desktop Notification: message alerts scroll on UW Bothell computers
- Local television and radio media outlets
- UW Bothell Advisory email to Faculty and Staff, and Students (if possible)

General Responsibilities

Chancellor

- The Chancellor delegates authority to the UW Bothell Vice Chancellor for Planning and Administration to authorize suspension of classes and/or campus operations in consultation with the President of Cascadia College.

Vice Chancellor for Planning and Administration

- Advise Chancellor of local conditions and circumstances.
- Authorize suspension of classes or campus operations.
- Contact Planning and Administration leadership team to activate internal suspension protocol as required for business operations.

Vice Chancellor for Academic Affairs

- Authorize suspension of classes or campus operations if the Vice Chancellor for Planning and Administration is not available.
- Contact all Academic Deans, Associate Vice Chancellor for Student Success, Assistant Vice Chancellor for the Office of Directed Research/Connected Learning, Director for the Library, and Center Directors to activate internal suspension protocol as required for classes and services.
- Develop internal inclement weather guidelines for the Library, Writing & Communication Center, Quantitative Skills Center, Activities Recreation Center, and all Academic Schools and Programs.

Associate Vice Chancellor of Facilities Services and 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 of local conditions and circumstances.
- If campus operations are suspended 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, Auxiliary Services Director and University Bookstore Manager of inclement weather suspension for appropriate operating modifications.

Assistant Vice Chancellor for Organizational Excellence & HR Management

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

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Assistant Vice Chancellor for Information Technologies and Chief Information Officer

- Develop internal inclement weather guidelines for Information Technologies.
- Identify individual(s) who will be considered “essential” during suspended classes or campus operations that will be responsible for ensuring campus technology is operational.

Director of Digital Communications

- Participate on UW Bothell Weather Team.
- Receive status information from Everett Community College, Harborview Medical Center, Swedish First Hill Campus, and the Eastside Leadership Center.
- Activate all notification systems.
- Authorize UW Alert 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).
- Contact UW Technology 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.
- Notify Public School Emergency Communication System for update to flashalert.net
- 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.

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 Campus Emergency Response Team as necessary.
- Notify the UW Bothell Emergency Executive Policy Group.
- Develop internal inclement weather guidelines for Campus Safety & Security.

Director of Administrative Services

- Develop, update, and distribute inclement weather guidelines for the UW Bothell campus.
- Assist the Associate Vice Chancellor for Facilities Services and Campus Operations with developing internal inclement weather guidelines for Facilities Services, Campus Safety and Transportation Services.
- Communicate procedures to all ‘essential staff’.

Dean for Student Affairs and Assistant Vice Chancellor for Enrollment Management

- Provide Chancellor with an outline of procedures that the program will follow to notify students regarding suspension of classes.
- Identify individual(s) 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 and 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** 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.

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

- **UWB Information Line: 425-352-3333** or Seattle: 206.UWS.INFO or 1-866-UWS-INFO
- UWB website alert message: www.uwb.edu
- Sign up for UW Alert 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
- Class Usenet group (if available)
- Faculty office phone number (if available)
- Local television news and radio announcements