

UW Tacoma Administrative Directive 10.2

Inclement Weather/Suspension Procedure

(Approved by the Chancellor and the Vice Chancellor of Administrative Services, November 17, 2010)

1. Purpose

The purpose of this directive is to establish a process for inclement weather assessment, planning and response.

2. Background

This procedure applies to the decision to suspend classes or campus operations at the University of Washington Tacoma and its off-site locations, and provides operational guidelines to implement Executive Order No. 27, "Suspended Operation Policy." Please note the decision to suspend classes or campus operations at UW Tacoma is made independent of UW Seattle or UW Bothell.

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

Statement of authority within the University: [Executive Order No.27, Section 3, "Delegation of Authority-Localized Operations"](#)- For local emergencies, the Provost and Executive Vice President, the chancellors, vice presidents, vice provosts, vice chancellors, and deans, or their designees, have the authority to declare a temporary suspension of some or all the operations of a unit that is under their supervision. Examples of localized emergencies include, but are not limited to: power outages, floods, chemical spills, and hazards that affect a limited area of campus or other properties.

3. Overview

- a. Suspension of campus operations is the temporary discontinuance of normal work activities, academic instruction or support services, and other campus events. Students, faculty, staff ,visitors, and non-essential personnel should not be on campus
- b. This directive is consistent with Executive Order No. 27, "Suspended Operation Policy."
- c. Limitations: This directive is only applicable to students, staff, faculty, visitors and properties controlled by the University, RCW28B.20.130 (1).

4. Procedures

Assess and Recommend

Facilities Services and Campus Safety coordinate the monitoring and evaluation of conditions or impending conditions and will make a recommendation for suspended operations to the Vice Chancellor for Administrative Services (VCAS).

- During operating hours when a closure will impact evening classes, the recommendation will be made to the VCAS by 1:00 p.m.
- During operating hours when conditions will necessitate an early closure, the recommendation will be made to the VCAS 3 hours in advance of the recommended closing time.
- During non-business hours, the recommendation will be made to the VCAS by 4:30 a.m.

Decide

The VCAS confers with the Chancellor on the recommendation. If classes are in session, the Chancellor may include the Vice Chancellor for Academic Affairs in the discussion to assess the impact to classes and students. This conference will be by phone or in person if during operating hours, and by phone if during non-operating hours.

- During operating hours, when a closure will impact evening classes, the decision to suspend operations will be made by 1:30 p.m.
- A decision for early closure impacting daytime operations as determined by condition severity will be made 2 hours and 30 minutes prior to the closing time.
- During non-operating hours, a suspension of operations or late start decision will be made by 4:30 a.m. to allow for deployment of the communication plan no later than 5 a.m.

Inform

The VCAS informs Facilities Services and Campus Safety and Security of the Chancellor's decision to suspend operations.

The VCAS informs the designated emergency PIO or back-up.

Notify

PIO disseminates information via the following communication channels (see Communication Plan details in Section III):

- Notify UW News and Information
- Notify UW phone hotline
- Notify UW Tacoma voicemail

- Send UW Alert message
- Post on Twitter and Facebook
- Post closure message on SchoolReport.org

Communications will be in place by:

- 2:30 p.m. for an evening closure.
- 2 hours before designated closing time during the business day.
- 5 a.m. during non-operating hours.

UW Tacoma Human Resources Director or designee will notify campus of the impact of suspended operations on each employment program and options for making up hours missed during suspended operations when appropriate.

Report

As appropriate to the event or conditions, staff in positions designated as essential report to campus as instructed, and conducts suspended operations and safety procedures to evaluate, stabilize and secure the facilities. Employees in position that are not designated as essential should not report to campus.

If an operational suspension extends over an unusually lengthy period it is possible some staff may be contacted and asked to carry out selected tasks as necessary.

Remind

Upon resumption of normal operations, UW Tacoma Human Resources Director or designee will remind employees and supervisors of the impact of suspended operations on each employment program and options for making up hours missed during suspended operations when appropriate.

Debrief

Following a major event, The Vice Chancellor of Administrative Services will coordinate a debriefing with Campus Safety and Security, Facilities Services, the PIO and any other key personnel involved with the event to identify opportunities for improvement.

For more information please contact the Director of Campus Safety and Security:

- Phone: 253.692.4425
- Campus mail: Box 358452
- Email: swg5@uw.edu

Related regulations, policies and procedures can be found at: [Executive Order No. 27, "Suspended Operation Policy"](#)