POLICY FOR ADVERSE WEATHER

Policy Statement

The president, or the provost and executive vice president for academic affairs and executive vice president and treasurer together (or their designees), are the only representatives of the university who can authorize liberal leave, cancellation or delay of classes and activities, delayed opening, or closure of the university. In the event of adverse weather, members of the university community should utilize the information resources detailed in this policy to obtain information on the operating status for any GW location.

Reason for Policy/Purpose

This policy provides general guidance to faculty, staff and students during adverse weather.

Who Needs to Know This Policy

Faculty, staff and students

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Policy/Procedures

I. Provisions Applicable to All Campuses

The president, or the provost and executive vice president for academic affairs and executive vice president and treasurer together (or their designees), are the only representatives of the university who can authorize liberal leave, cancellation or delay of classes and activities, delayed opening, or closure of the university.

Changes made to the university’s operating status due to adverse weather apply to all locations in the Washington, D.C. metropolitan area (campuses and graduate centers), unless noted below in section III. In some circumstances, locations outside of Washington, D.C. may change their operating status although the metropolitan area locations are operating on a normal schedule.

Cancellation or delay of classes does not mean that other changes to the university’s operating status have been implemented.

Employees identified as designated, essential, or telecommuters may be required to report to work, stay at work or work from a remote location (see Definitions for additional details).

Supervisors, in coordination with University Human Resources, are responsible for identifying the appropriate designation and providing an annual reminder to employees describing their classification and outlining responsibilities. Employees who have questions should check with their supervisor about their unit’s procedures.

Special events may be held despite a change in the university’s operating status. Alternatively, events may be cancelled despite the university's operation on a normal schedule.

Information regarding liberal leave, cancellation or delay of classes and activities, delayed opening, or closure of the university will be communicated to the GW community through emergency communication systems described in section II below.

II. Emergency Notification Systems

The GW community will be notified of the authorization for liberal leave, cancellation or delay of classes and activities, delayed opening, or closure of the university through one or more of the following means of communication:

- GW Campus Advisories (www.CampusAdvisories.gwu.edu)
- GW Information Line (202-994-5050)
- GW Alert e-mail alert or text message
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- GW homepage (www.gwu.edu)
- Infomail
- Social media (Facebook and Twitter)
- Local media (for example, WTOP, WAMU, Washington Post, local television stations)

III. Special Considerations
In some circumstances, units within the university or locations outside of the Washington, D.C. metropolitan area may change their operating status due to localized adverse weather. Some units of the university may also have additional procedures or communication systems for their respective location.

A. School of Medicine and Health Sciences
The School of Medicine and Health Sciences has special procedures during adverse weather. For information, call (202) 994-3501.

B. Virginia Science and Technology Campus (VSTC), Ashburn, Virginia
VSTC’s operating status will be posted on GW Campus Advisories and is also available on their information line (703-726-8333) and online (www.va.gwu.edu).

C. Biostatistics Center (BSC), Rockville, Maryland
BSC’s operating status will be posted on GW Campus Advisories and is also available on their information line (301-881-9260) and online (www.bsc.gwu.edu).

D. Other Off-Campus Locations
The Arlington and Alexandria Graduate Centers follow the operating status decision for the Washington, D.C. metropolitan area.

The operating status of the Hampton Roads Center will be determined by the center’s administration.

Locations outside the Washington, D.C. metropolitan area will communicate their operating status to their respective office or department at Foggy Bottom, the Office of Emergency Management (oem@gwu.edu) and Media Relations/External Relations (gwmedia@gwu.edu).

IV. Emergency Preparedness Resources
Emergency preparedness and incident-related information can be found on GW Campus Advisories (www.CampusAdvisories.gwu.edu).
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Website Addresses for This Policy

GW University Policies

Contacts

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<tr>
<td>Adverse weather, emergency preparedness</td>
<td>Office of Safety and Security</td>
<td>(202) 994-GWEM</td>
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<td>(Emergency Management)</td>
<td>(4396)</td>
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<td>Employee Classifications</td>
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Definitions

**Designated Employees:** Employees who are required to report physically to work or remain at work.

**Essential Employees:** Employees who perform functions that have been deemed essential to maintaining business or academic operations. Essential employees are generally expected to work from home during an adverse weather event. Under special circumstances essential employees may be asked to physically report to work by their supervisors.

**Telecommuters:** Telecommuters are staff members authorized to work from remote locations. All telecommuters are generally expected to work from home during an adverse weather event unless specifically advised otherwise by their supervisors.

NOTE: Employees or supervisors who may require assistance or have questions regarding employee classifications should contact their unit’s Human Resources Client Partner.

Related Information

Campus Advisories
Emergency Operations Plan
Employee Handbook
University Human Resources

Who Approved This Policy

Steven Lerman, Provost and Executive Vice President for Academic Affairs
Louis H. Katz, Executive Vice President and Treasurer

History/Revision Dates

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