



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Senior Associate Vice President for Safety and Security

Responsible Office: Division of Safety and Security

Last Revised Date: April 4, 2017

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

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

Who is Governed by this Policy

Faculty, staff and students

Table of Contents

Policy Statement	1
Reason for Policy	1
Who is Governed by this Policy	1
Table of Contents	1
Policy	2
Related Information	4

Contacts	4
Document History	4
Who Approved This Policy	4

Policy

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 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.

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:

- A. [GW Campus Advisories](#)
- B. GW Information Line (202-994-5050)
- C. GW Alert e-mail alert or text message
- D. [GW homepage](#)
- E. Infomail
- F. Social media (Facebook and Twitter)
- G. Local media (for example, WTOP, WAMU, Washington Post, local television stations)

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](#).

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](#).

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).

E. Emergency Preparedness Resources

Emergency preparedness and incident-related information can be found on [GW Campus Advisories](#).

Related Information

[Campus Advisories](#)

[Emergency Operations Plan](#)

[Employee Handbook](#)

[University Human Resources](#)

Contacts

Contact	Telephone	Email
Health & Emergency Management Services	202-994-4347	safety@gwu.edu
Human Resources	202-994-8500	askhr@gwu.edu

Document History

- **Last Reviewed Date:** June 12, 2018
 - **Last Revised Date:** April 4, 2017
 - **Policy Origination Date:** Not available
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Who Approved This Policy

Steven Lerman, Provost and Executive Vice President for Academic Affairs

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.