



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Responsible University Official:
Director, Facilities Management
Responsible Office: Facilities
Management
Origination Date: Not Available

POLICY ON ADVERSE WEATHER AND OTHER EMERGENCY CONDITIONS

Policy Statement

The University will normally remain open despite adverse weather or travel conditions and other emergency situations. In the event it becomes necessary to invoke liberal leave, cancel classes, delay the start of classes, or actually close the University, staff from the Office of Media Relations will record this information on the University’s recorded information line (202-994-5050), inform the University’s operators, and post an announcement on the Campus Advisories Web site, which can be accessed from the University homepage, www.gwu.edu. Media Relations staff also will contact local radio and television stations with this information. The President, Executive Vice President and Treasurer and Executive Vice President for Academic Affairs are the only representatives of the University who can authorize these announcements. The Medical Center has special procedures in the event of adverse weather.

Reason for Policy/Purpose

This policy is needed to provide general guidance to faculty, staff and students during adverse weather and emergency conditions.

Who Needs to Know This Policy

Faculty, Staff and Students

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Policy/Procedures

Should the Executive Vice President and Treasurer, and the Executive Vice President for Academic Affairs, decide overnight that the weather conditions warrant invoking liberal leave, canceling classes, delaying the start of classes, or actually closing the University, staff from the Office of Media Relations will place the information on the telephone information line (202-994-5050) and inform the University telephone operators. The media relations staff also will update the “[Campus Advisories](#)” Web site with this information. The Campus Advisories Web site can be accessed directly from the University homepage at www.gwu.edu. In addition, Media Relations staff will supply the message to local radio and television stations. The information from these sources will apply to University employees and students in the D.C. metropolitan area, including those at the Mount Vernon College Campus.

Information about the Ashburn Campus is available by calling the Virginia Campus weather/information line at (703) 726-8333.

The media outlets to which the information will be communicated include the Associated Press, Washingtonpost.com, television channels 4, 5, 7, 8, and 9, radio stations WTOP (1500 AM), WMAL (630 AM), and WAMU (88.5 FM), and Metro Networks News. The University recommends that you check 202-994-5050 or the Campus Advisories Web site because the information from the University is often more accurate than information broadcast by the media.

Because certain services must be maintained at all times, it is important that you check with your supervisor about your office or departmental policy on staffing during emergencies.

Should adverse weather conditions develop during normal operations, i.e. 8 a.m.-10 p.m., such that canceling classes or closing the University is justified, the offices of the deans and vice presidents will be notified immediately. The deans and vice presidents, or their designees, are responsible for communicating that information to all department chairs, program directors, and other managers and supervisors. The latter individuals are then responsible for transmitting the message to their faculty and staff. This information also will be communicated through the University’s recorded information line, on the Campus Advisories website, and through the media.

The cancellation of classes does not mean that the University is closed or has implemented liberal leave for employees. In addition, special events may be held despite

POLICY ON ADVERSE WEATHER AND OTHER EMERGENCY CONDITIONS

the closure of the University or the announcement of liberal leave. Alternatively, they may be canceled despite the University's operation on a normal schedule. If you are participating in a special event when an emergency situation may exist, you should check with the coordinator of the event or call the appropriate number listed above.

In some circumstances, one or more University facilities outside of Foggy Bottom may close or invoke liberal leave although Foggy Bottom is operating on a normal schedule. This information will be communicated directly to employees at work at these facilities when the decision is made and through the University's recorded information line, on the Campus Advisories website, and through the media.

GW MEDICAL CENTER

The Medical Center has special procedures in the event of adverse weather. These procedures can be found by either calling 202-994-3501 or logging on at www.gwumc.edu/ and clicking on Inclement Weather/Emergency Closing.

Website Addresses for This Policy

[GW University Policies](#)

Contacts

Subject	Contact	Telephone
Adverse weather and other emergencies	Facilities Management	202-994-6700
	Office of the Executive Vice President and Treasurer	202-994-6600

Definitions

Liberal Leave Regular employees, not designated by their Vice President as necessary, may remain at work, may report to work, or may use annual leave without advance notice or supervisory approval. Those without annual leave will be granted a leave of absence without pay.

Related Information

[Leave Policy](#)

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer
Donald R. Lehman, Executive Vice President for Academic Affairs

History/Revision Dates

Origination Date: Not Available

Last Amended Date: May 1, 2005

Next Review Date: May 1, 2006