



Circumstances beyond the university's control, such as inclement weather, national crisis, or other emergencies, may cause it to be unsafe or impossible for employees and students to report to work/classes. The provost decides when and if conditions warrant official closure or delayed start of the workday for main campus operations. The VP of clinic affairs makes decisions regarding closure and delayed start of off-campus clinics. Decisions are made as early as possible, with the intent of informing students/employees before they leave their residences. If circumstances warrant closure after classes/clinics are in session, the same procedures will be followed.

Main Campus and Campus Health Center

If a decision is made to close or delay opening, students and employees will be notified by email and/or mobile phone text notice of campus closures and delays through the **e2Campus Alert** system. Employees and students may sign up for automatic alerts through the university website: <https://www.uws.edu/alerts>. Campus constituents must re-register biennially.

Students and employees may also check the following resources for information about university closings:

Media

A delayed start or closure will be communicated to the major media outlets including TV and radio stations and their websites. The information will also be displayed on TV screen crawls as possible.

Internet

This information is readily accessible to students, faculty and staff on the Internet at: <http://www.flashalert.net/news.html?id=383>.

Off-Campus Clinics

If a decision is made to close or delay the opening of any off-campus clinic/s, the office of clinics will notify staff, faculty and interns by email and/or phone.

If the university does not close and an employee believes they cannot safely get to work, the employee may take unpaid time off or use any accrued vacation or a personal holiday to avoid a loss in wages. However, the employee must notify their supervisor as soon as possible.

Related Policies: [Policy 3019 Timely Warning Notification](#)

Keywords: alert, announcement, closing, emergency, TV, radio, weather