	Policy Number: 3020
UNIVERSITY *of* **Western States** — Policies and Procedures	
	Date Established / Last Revision:
Page 1 of 1 **Closing Due to Inclement Weather or Emergency**	**07/12/2021**

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 executive director of emergency management, safety, security and operations decides when and if conditions warrant official closure or delayed start of the workday for main campus operations. 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 are followed.

Main Campus and Campus Health Center
If a decision is made to close or delay opening, students and employees are notified by email and/or through the UWS Safe mobile app. Employees and students may download the UWS Safe application from the app store on their mobile phone.

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

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

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

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. 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