

## Suspended Operations

### **POLICY**

In accordance with state regulations, the Washington State University President or designee may suspend the operation of all or any part of the institution whenever the President or designee determines that public health, property, or safety is jeopardized due to an emergency. (WAC 357-31-260)

### **Delegation**

The President provides written delegation of authority to designees to suspend University operations. Copies of the written delegations of authority to suspend operations are maintained in the Human Resources Services office at WSU Pullman.

### **Typical Designees**

Typical designees include, but are not limited to, chancellors of regional campuses, directors of research and extension stations, and the WSU Extension Director.

### **Inclement Weather Procedures Development**

An inclement weather event may require the University to suspend some or all operations at the Pullman or regional campuses, the research and extension stations, or the county extension offices.

Each chancellor of a regional campus is responsible for developing policies and procedures for his or her respective campus. Each research and extension station director is responsible for developing policies and procedures for his or her respective station. The WSU Extension Director or designee is responsible for developing policies and procedures for county extension offices.

See the following sections for inclement weather procedures applicable to:

- WSU Pullman (50.41);
- WSU Spokane (50.42);
- WSU Tri-Cities (50.43);
- WSU Vancouver (50.44);
- WSU Extension (research and extension stations and county offices) (50.45).

### **EMERGENCY NOTIFICATIONS**

In times of crisis or when critical information must be shared, the University provides emergency information and guidance to WSU personnel and students. Based upon the nature of a given event, the University may use one or more of the methods described below:

- Authorized users activate the WSU CougarAlert System to provide direct emergency notification to students, faculty, and staff through land line and cellular telephone using voice and text messaging and e-mail. In order to receive notifications, WSU personnel and students must register their telephone numbers and e-mail addresses through the MyWSU portal.

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### **EMERGENCY NOTIFICATIONS (cont.)**

- WSUALERT provides direct e-mail notices to all faculty, staff, and student e-mail addresses that appear in the WSU online telephone directory.
- The Office of Emergency Management (OEM) and other authorized users provide notice of significant conditions or events and additional information on the WSU Alert website at:

<http://alert.wsu.edu/>

- Campus Emergency Information in the MyWSU portal provides emergency information and/or directions when a situation affects many parts of campus.

Select links in the Campus Emergency Information area to view emergency information and/or directions, as applicable.

- Targeted notices in the MyWSU portal are used for emergency messages for specific units on a WSU campus. Select a campus/division in the "My Preferences" settings to receive targeted notices for relevant groups.
- WSU News website carries information regarding emergencies as soon as information can be posted.
- WSU Announcements provides emergency notices and references to WSU News articles to all subscribers of WSU Announcements.
- Supervisors and others in charge of WSU units provide direct verbal information and instructions to WSU personnel. Likewise, other appropriate leaders such as residence hall counselors, provide such information to students.
- AnswerLine service responds to questions as appropriate. Access the AnswerLine website at:

<http://answerline.wsu.edu/>

#### **WSU Pullman**

At WSU Pullman, OEM provides emergency messages on the WSU Alert telephone hotline at 509-335-2345.

#### **WSU Spokane**

WSU Spokane provides alert notification at the following website:

<http://spokane.wsu.edu/campusalert/>

The WSU Spokane alert telephone hotline is 509-323-2474.

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### **WSU Tri-Cities**

WSU Tri-Cities provides alert notification at the following website:

<http://tricity.wsu.edu/alerts/>

### **WSU Vancouver**

WSU Vancouver provides alert notification at the following website:

<http://www.vancouver.wsu.edu/alerts/>

### **WSU Extension**

The WSU Extension Director or designee sends an e-mail message suspending operations to all affected non-Pullman Extension faculty and staff.

### **Research and Extension**

Each research and extension center (REC) or unit (REU) shares suspended operations information and updates with personnel by telephone tree.

The REC or REU director notifies the CAHNRS Dean's office (509-335-4561); the Extension Director's Office (509-335-2933) and if possible the Agricultural Research Center (509-335-4563) of the situation and the decision.

During an emergency situation, each REC or REU main office is the information center for any updates or instructions, rather than the REC/REU's safety committee.

### **STAFFING DURING EMERGENCY CLOSURES**

See 60.40.