



THE BIOSTATISTICS CENTER

ADVERSE WEATHER AND EMERGENCY CONDITIONS POLICY

PLEASE KEEP A COPY OF THIS MEMO AT HOME

The Biostatistics Center will follow only the GW Closure Status as issued by the GW Office of Emergency Management. In adverse weather conditions, if GW is closed, opens late or has Liberal Leave in effect, then the Center will be closed, open late or will have Liberal Leave in effect. All employees are responsible for monitoring information regarding GW's operating status which will be communicated via the following methods:

- BSC Advisory Web Page: www.bsc.gwu.edu (only functions if the Center has power)
- GW Campus Advisories: www.CampusAdvisories.gwu.edu
- GW Information Line: (202) 994-5050
- GW Alert e-mail alert or text message
- LOCAL News Media: WTOP radio 103.5, WTOP.com, NBC4, FOX5, ABC7, CBS9, News Channel 8

During University closures, all Exempt employees are considered Essential per GW policy and are expected to be available to work (on site or remotely) if requested by their supervisor. However, employees are not expected to put themselves in a dangerous position to carry out the work.

Employees are expected to be professional and responsible. This includes monitoring the weather status and its impact on area power, road or other conditions, GW's closure status, monitoring your email and voicemail and contacting your supervisor to confirm expectations if a study or work related event/deadline was planned for that day and you would normally have been expected to participate in that.

Employees are expected to prepare for possible weather or other emergency closures by taking work and their laptop (if assigned one) home, if feasible and if allowed. Sensitive documents and/or data should not be taken home without supervisor approval and only by means approved by BSC Systems Support. If possible, employees should notify their supervisors if they are unable to work when requested due to electricity outages or other reasons.

Print out a copy of this policy and keep a hard copy at home, so that if you do not have electricity you will have the information at home. Those with smart phones can access the sites above, and all with phones can contact the GW Information Line. Employees should check the above resources frequently to obtain updates or changes in status.

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IMPORTANT GUIDELINES:

1. **We DO NOT follow any other guidelines including the Federal Government.**
2. The media will not always distinguish between GW being closed for students (classes cancelled) or closed for students *and* employees (administrative offices). Any of the other communication resources listed at the top will provide clear information.
3. **Designated Teleworkers:** Staff with pre-approved Telework schedules are expected to work remotely during closures.
4. **Liberal Leave:** Employees who are unable to remain at, or report to, work will be granted the use of unscheduled Annual Leave, provided standard leave request procedures are followed to notify supervisory staff of your status. Refer to the Center's Work and Leave Policy for proper procedures to follow when requesting and recording leave.
5. Policies regarding late arrivals and/or early departures for specific days will be addressed as these circumstances arise.