To: UGA Griffin Campus Faculty, Staff, and Students

From: Office of the Assistant Dean and Assistant Provost

Subject: UGA Griffin Campus Weather Closing Procedures

The university community is reminded of procedures for announcing operational changes during periods of inclement winter weather.

By policy, the university makes one of three announcements: UGA Griffin Campus is open and operating on a regular schedule; UGA Griffin Campus is closed; or UGA Griffin Campus will delay opening until a specific time.

An all campus e-mail such as the one you are reading is the primary means to distribute such announcements. The announcement also is posted to the UGA home page (www.uga.edu) and the UGA Griffin Campus web page (www.uga.edu/griffin).

Up-to-date information is provided to Griffin local radio stations as follows: • on the AM dial: 1320 and 1450 • on the FM dial: 88.9 and 92.5.

Atlanta TV and radio stations that have requested to receive UGA weather announcements also are notified, but should not be considered a primary source for closing announcements.

If inclement winter weather develops overnight, every attempt is made to post announcements and notify media by 6:30 a.m., but if the inclement weather develops after 6:30 a.m. on a school/work day, the same notification procedures are used.

When weather conditions are such that closings occur two or more days in succession, the procedure is followed each day, with an announcement being made each morning by 6:30. An evening announcement usually will not be made for the next day except in the most extreme weather circumstances.

On days when the university generally is scheduled to be closed — such as Saturdays, Sundays and holidays — the university does not usually make blanket closing announcements. Instead, departments and units that have normal operations on weekends and holidays, or units planning to host or present special programs on those days, should make their own prior arrangements with employees and participants, such as a Web site or e-mail, notifying them how to proceed in case of inclement weather.

When the University of Georgia Griffin campus is officially closed, it is closed for everyone: faculty, staff, and students. Departments will designate in advance those employees expected to report to work during a weather emergency.

Please utilize the above methods to learn of University closings due to inclement weather.

Thank you for familiarizing yourself with these procedures and for your understanding and cooperation should we experience inclement weather during the coming winter season.