

# Augusta University

## Policy Library

### Inclement Weather and Other Emergencies Policy

**Policy Manager: Human Resources**

#### **POLICY STATEMENT**

Augusta University adopts the [USG Policy on Inclement Weather and Other Emergencies](#)

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

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#### **PROCESS & PROCEDURES**

Responsibility: Vice President of Human Resources – During Normal Duty Hours (Monday through Friday)

- Upon receipt of notice from the President’s Office, the Vice President of Human Resources will notify the offices of all Vice Presidents, Deans, and Directors who report directly to the President that a decision to excuse employees from work has been made. Notice shall also be provided to Communications and Marketing for distribution to campus.

Responsibility: Manager, External Communications

- The Manager, External Communications will prepare a news release for approval by the Vice President, Communications and Marketing, and the President (or his designated representative), to be furnished to local radio and TV stations for broadcast and published on the AU homepage. This release should include instructions for both employees and students. The Manager, Internal Communications will prepare and disseminate internal communications regarding campus reopenings. The Manager, External Communications is also to notify the Vice President, Enrollment and Student Affairs, Vice President, Facilities, Assistant VP, Public Safety, and the Director, CEPaR.

Responsibility: Vice Presidents, Deans, Director and Vice President of Student Affairs – During Normal Duty Hours (Monday through Friday)

- Upon receipt of notice from their EVP, all VPs, Directors, and/or Chairs should then notify essential personnel if their presence is not required.

#### **REFERENCES & SUPPORTING DOCUMENTS**

[USG Policy on Inclement Weather and Other Emergencies](#)

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**Office of Legal Affairs Use Only**

**Executive Sponsor: VP, Human Resources**

**Next Review: 7/2029**

**RELATED POLICIES**

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**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 8/19/2024

President, Augusta University

Date: 8/24/2024