







WASHINGTON STATE UNIVERSITY

WSU Alert

- Visit the appropriate website
- Pullman: alert.wsu.edu or the Hotline 509-335-2345
- Spokane: spokane.wsu.edu/campusalert
- Vancouver: vancouver.wsu.edu/alerts
- Tri-Cities: tricity.alert.wsu.edu
- Everett: everett.wsu.edu

WSU Crisis Communication System

- Register your telephone, cell phone or email at: [myWSU – portal.wsu.edu](http://myWSU-portal.wsu.edu)

HUMAN RESOURCE SERVICES

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CONDITION LEVELS

Green
Classes, nonessential services, and essential services are all operational.

Yellow
Classes are delayed or cancelled. Nonessential services are reduced at the discretion of unit heads. Essential services are operational. The length of class delay is set by the President or designee.

Red
Campus is closed. Nonessential services are suspended. Essential services function with minimal levels of staffing.

HUMAN RESOURCE SERVICES

Are You Prepared for Unexpected Closures?

1) Define your Mission Critical or Essential Operations

2) Develop Communication Plan

3) Remind employees of available tools for unexpected closure - WSU Alert

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1) Define your Mission Critical or Essential Operations

- Functions/services/resources essential to WSU
- Absolutely must continue no matter what type of emergency is impacting WSU

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2) Develop Communication Plan

- ✓ Notify staff who perform mission critical functions or essential operations they are part of essential operations due to their role.
- ✓ Develop plans for communicating reduced operations to staff and clients.

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2) Develop Communication Plan (cont'd)

Sample email/voicemail language-Clients

Open Office:
Thank you for your email/call. [DEPT NAME] is open [DAY, DATE] – however, we will have limited staffing during this time. For urgent issues please contact the main line at [XXX-XXX-XXXX] or email [insert email address].

Closed Office:
Thank you for your email/call. [DEPT NAME] will be closed [DAY, DATE] . For urgent issues please contact the main line at [XXX-XXX-XXXX] or email [insert email address].

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2) Develop Communication Plan (cont'd)

- ✓ Communicate consistent call out procedures.
- ✓ Provide employees with need to know contact information.
- ✓ Maintain a current department emergency contact list in addition to the myWSU Emergency Contact.

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3) Remind Employees of Available Tools

- ✓ Provide employees with 'What to do in an emergency' information.
- ✓ Assure you have provided all of your employees with the appropriate information regarding available resources.

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When weather or closures impact your ability to come to work

- Contact your department utilizing standard call out procedures
- Consider how you will account for your time away from work with your supervisor
- The use of leave can differ depending on employee type of employee (i.e. CS, BU, AP, FAC).

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Common Questions

- 1) Do I need to report my leave if I am unable to get to my worksite due to inclement weather?
- 2) I have exhausted all my leave and am unable to work from home. What options do I have?
- 3) I had to leave work early/come in late due to inclement weather. How do I track my leave?
- 4) What happens if I work overtime during inclement weather?
- 5) I still have questions. Who can I contact for assistance?
- 6) Where do I find information on working in cold environments?

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Resources: FAQs and Guidelines

- [Inclement Weather FAQs](#)
- [Suspended Operations FAQs](#)
- [WSU Police Weather Delay/Closure](#)
- [Flexible Scheduling FAQs](#)

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Resources: Policies

- [BPPM 60.40 Staffing During Emergency Closure](#)
- [BPPM 60.56 Faculty & Administrative Professional Leave](#)
- [BPPM 60.57 Civil Service Employee Leave](#)
- [BPPM 50.39 Emergency Planning and Preparedness](#)
- [BPPM 50.40 Suspended Operations](#)

HUMAN RESOURCE SERVICES

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Resources: Statewide Traffic Alerts

Washington State Department of Transportation

Idaho Transportation Department

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Resources: Office of Emergency Mgmt.

WSU READY

WSU Ready is comprised of three elements

- Business and Administrative Continuity
- Academic Continuity
- Research Continuity

OEM – Download WSU Ready How-to Guide

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This has been a WSU Training Videoconference

If you attended this live training session and wish to have your attendance documented in your training history, please notify Human Resource Services within 24 hours of today's date:

hrstraining@wsu.edu
