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## Memorandum

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**To:** Temple University Community

**From:** Anthony E. Wagner,  
Executive Vice President, CFO and Treasurer

**Date:** November 18, 2011

**Subject:** Inclement Weather and Unscheduled Closings

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Now that the winter weather has begun, it is important to review the various decisions that may be made regarding class cancellation and campus closure. To the degree that the weather or emergency dictates, closings may occur at various levels which are detailed within the Inclement Weather and Unscheduled Campus Closings policy (04.31.12), available online at <http://policies.temple.edu>.

Temple University's calendar is constructed with the expectation that instructional and business operations will be carried out as scheduled. Prior to an inclement weather event all supervisors will discuss the expectations for reporting to work and remind essential employees of their responsibilities during such an event. Essential employees (e.g., those employed by Facilities Management, Campus Safety Services and the Medical School) are required to report for duty and to perform their duties despite the notification of a weather-related emergency. Should an employee deem it unsafe to travel to work, the employee is expected to consult with their supervisor to report their specific circumstances.

When a decision is made to close a campus, cancel classes, or delay an opening, all students and employees can expect to receive an emergency notification via the TU Alert system. You must register your cell phone to receive a TU Alert. Please visit [www.temple.edu/tuready](http://www.temple.edu/tuready) for information on how to register. The [Temple University homepage](#) will be updated immediately following a decision to close, cancel or delay opening. The website is also the most comprehensive means of getting the latest updates, so visit it often. Other methods of getting up-to-date weather information are outlined in the policy.

Temple University Health System employees are not subject to this policy, but are subject to that of the Health System. The Medical School and Practice Plan administration will issue a separate policy statement regarding this subject at a later date.