

## **VCU School of Dentistry Inclement Weather Procedures**

The following is the procedure for the School of Dentistry:

The Provost's office makes the decision to close the facilities of the University. Listen to any of the major radio and/or television stations for notice about the University closing. The closing notice that affects the School of Dentistry is:

*“All day classes on both the Academic and MCV Campuses are cancelled.  
All faculty and staff offices are closed. Dental School clinics are closed.  
Designated employees must report at their regular time.”*

**If the announcement states “VCU Classes Are Cancelled” this also means the clinics at the “Dental School Are Cancelled.”**

**Do not confuse this with “MCV Clinics”. MCV Clinics mean the hospital only. The Dental School is NOT an MCV Clinic.**

**If the announcement states “Classes Will Open Late”, or “Classes Will Begin At A Specified Time,” and this time is after 9:00 AM the dental school morning clinic session will be CLOSED. Please contact your patients to advise them of the cancellation.**

**If you have a class at the time of the delayed opening you will be expected to attend.**

This notice effectively closes the school and should be recorded on the dental school hot line number **(278-ABCD)** immediately by an appointed member of the designated personnel staff. All parties are directed to the Dental School Hot Line via messages on all public answering systems.

University Hot Line:           828-OPEN (6736) effective 12/12/03  
Dental School Hot Line:   278-2223 (ABCD)