



Vice Chancellor  
Administration & Finance  
100 Morrissey Boulevard  
Boston, MA 02125-3393  
617-287-5100  
617-287-5110

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MEMORANDUM FOR: University Community

FROM: Winston Langley, Vice Chancellor Academic Affairs & Provost  
Ellen M. O'Connor, Vice Chancellor Administration & Finance

SUBJECT: Snow and Inclement Weather Policies & Procedures

As the winter season approaches, we would like to inform you about how decisions about closings, early releases or delayed openings are made and to emphasize the paramount importance of safety for our campus community.

The decision about whether to initiate a closing, early release or delayed opening or to keep the university open in questionable weather is a difficult one. Decisions are made based on weather forecasts, and the advice of our Department of Public Safety and Facilities Departments. The following information will provide you with an understanding of our Policy and Procedures during snow and inclement weather situations.

### **GENERAL POLICY**

In the event that a snowstorm or other inclement weather presents a risk to our faculty, staff, students, and visitors in commuting to or from the campus, the Provost and the Vice Chancellor for Administration and Finance will make a determination of the appropriate campus response.

The closing of the campus is a procedure that differs depending on the timing of the decision to close and the expected length and severity of the severe weather. The essential factor in the decision is the safety of our commuting faculty, staff, students, and visitors. However, severe weather affecting only a limited number of commuters generally will not result in a campus closing.

### **ANNOUNCEMENTS**

University Website – The bulletin board at the UMB website will contain weather announcements. The UMB internet address is <http://www.umb.edu>.

UMB Main Switchboard number (617) 287-5000 – will carry a voicemail announcement which notifies callers if the campus will be open for operation.

Radio, Television Stations & Websites - will carry UMB announcements starting at 5:30 a.m. Following is a list of stations that will carry this message.

WUMB FM (91.9)	WRKO AM (680)	WBZ AM (1030)
WBUR FM (90.9)	WBZ TV (Channel 4)	WCVB (Channel 5) WHDH (Channel 7)
FOX (Channel 25)		

**Please do not call Public Safety. Their lines must remain open in the event of an emergency.**

## **THE ANNOUNCEMENTS AND WHAT THEY MEAN FOR UMB OPERATIONS:**

### **University Closed / Classes Canceled**

- All classes and events canceled.
- All offices and the Healey Library closed.
- Only designated and assigned snow day personnel to report at regular time.

### **Delayed Opening / Late Opening / Morning Classes Canceled**

- Campus will open for classes at 11:00 a.m.
- All morning classes and events are canceled. Classes will resume at 11:00 a.m.
- Snow day personnel will report at regular time.
- **All other staff will report at 10:00 a.m.**

### **Evening Classes Canceled**

- All classes and events beginning at or after 4:00 p.m. are canceled
- Snow day personnel will work their regular hours
- **All other staff will be allowed to leave by 4:00 p.m.**

## **ADDITIONAL INFORMATION**

**Parking on Campus** – No overnight parking will be allowed during the period November 1<sup>st</sup> – April 1<sup>st</sup>. Should you have an extenuating circumstance you must call Public Safety to discuss your situation with them. It is imperative that you honor this policy to insure that we can adequately plow our lots.

**Off-campus Classes** – Class cancellations at off-campus sites due to weather conditions will be announced on local radio stations in communities where sites are located.

### **Transportation –**

- In the event of an early closing or delayed opening the shuttle will continue to operate, as long as the roads are passable, for several hours after the closing or before the opening.
- The UMB shuttle from the Campus to JFK station will continue to operate even though classes may be canceled.
- Be advised that weather conditions may cause delays.

**Dining Services** – Every effort will be made to have some level of service available when the campus is open for operations. Menu will be limited.

**Athletic Events** – If the University closes early and there are athletic events scheduled, the Athletic Department, after consultation with Public Safety and Facilities, will determine if the event can occur. If canceled, the Athletic Department will have a recording on the Main University phone line at (617) 287-5000.

**Child Care Center** – The Child Care Center will be closed during the same time period as the Campus closure. If there is an early dismissal the Day Care Center will arrange with the parents for pick-up times.

**Special Events and All Other Activities on the Campus** – For specific information about Continuing Education, the Library or a Special Event scheduled to occur on campus during the weekend; you should visit the UMB Website or call the Main University phone line at (617) 287-5000.