

Eric F. Spina  
Vice Chancellor and Provost



## SYRACUSE UNIVERSITY

Louis G. Marcoccia  
Executive Vice President  
and Chief Financial Officer

**TO:** Deans, Directors, Faculty and Staff

**DATE:** October 17, 2008

**SUBJECT:** Winter Storm Closing

At this time of year it is useful to review procedures and principles governing the operation of the University in the event of emergency snow or icy conditions. The University will, in general, remain in operation and continue classes and regular services despite adverse weather conditions that may affect transportation and utilities. The continuation of all activities is essential to the needs and expectations of our students in this essentially residential campus community.

A decision to close the University is made only by the Vice Chancellor for Academic Affairs and Provost and the Executive Vice President and Chief Financial Officer. It is based upon constantly updated and projected weather information and recommendations provided by the Public Safety and Physical Plant departments.

If a decision to close is made during the day, the information will be given by the Vice Chancellor and the Executive Vice President to Academic Deans and Administrative Vice Presidents, who will notify faculty and other employees through their respective department heads and directors. Dismissal of employees should be orderly and not result in creating traffic congestion on campus streets. Each department is expected to have plans for orderly notification and dismissal of its employees.

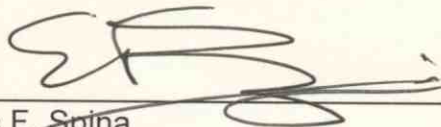
A closing after an overnight storm will be announced on WAER FM88.3, the Syracuse University public radio station, and other major early-morning radio and TV broadcasts. Additional information about University closing status can be obtained by calling 443-1870 for a regularly updated general announcement. Announcements will be found throughout the day on the Web at <http://sunews.syr.edu/campusannouncements.cfm> and will also be distributed via e-mail. All service employees will be informed where to call for information and are expected to be available by telephone if they were scheduled to work.

Only News Services is authorized to transmit to the news media announcements about closings, work-schedule changes, or class-start delays except that Syracuse University Continuing Education/University College (SUCE/UC) is permitted to authorize its own emergency announcements in conjunction with the Vice Chancellor.

In reaching a decision concerning the possibility of a closing during office hours, careful attention will be given to the expected intensity and duration of a storm. A closing will not be announced at times that would result in dumping additional vehicles on near-campus streets and roadways which are excessively hazardous and clogged with vehicles.

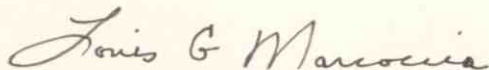
In exceptional circumstances during inclement weather, an individual employee may have a compelling need to leave work or to be absent even though the University officially remains open. In such cases, the respective dean, department head or director may permit an employee to be absent, but with the understanding that the absence will be charged against "Personal Days" or "Floating Holidays."

Occasions that require the University to close because of weather emergencies are few. In most years, forced closings have not occurred. Thus, even in times of exceptionally inclement weather, all University employees are asked to accept personal inconvenience in support of their efforts to fully meet the academic and supporting service needs of our students.



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