

INCLEMENT WEATHER

Standard Operation Procedures

I. DEFINITIONS: CANCELLATIONS / CLOSURES:

- Institutional Closure: All facilities, classes and non-essential operations are suspended for the time period. *Can only be issued by Governor decree.*
- Class Cancellation: The suspension of academic courses for an entire day or a particular part of the day. Online and remote course delivery will be governed by the Office of Academic Affairs. *Determination made by the President in consultation with the Provost.*
- Event Cancellation: The termination of a single event or multiple events. *Determination made by Cabinet Member representing the area impacted in consultation with staff of that area.*
- Facility Closure: The closure of one or more University Facilities. *Determination made by President (or designee) in consultation with Cabinet Member overseeing that Facility.*

II. DECISION PROCESS

- a. When forecasts call for severe weather such as blizzard, extreme cold or excessive snow **or** when designated campus personnel (i.e., University Police and Facilities) observes that campus roads are becoming unsafe or impassable, the designated campus personnel shall communicate with their unit director to advise of the condition.
- b. Upon such communication, the Director of Facilities Operations and/or the Chief of the University Police shall contact the President (or the President's designee) to arrange for a meeting/call of the Inclement Weather Workgroup. This workgroup consists of:
 - i. President (or designee)
 - ii. Provost & Senior Vice President for Academic Affairs
 - iii. Executive Vice President & Chief of Staff
 - iv. Vice President for Student Affairs
 - v. Vice President for Business & Finance
 - vi. Vice President for Communications & University Relations
 - vii. Executive Director of Human Resources
 - viii. Chief of University Police
 - ix. Director of Facilities Operations
- c. Meetings of the Inclement Weather Workgroup will include discussion of regional weather forecasts, snow removal & salting schedule, the ability to properly remediate the conditions, the potential impact on course delivery and scheduled events, and needed adjustments to campus and student life as a result.
- d. Based on what is shared in the meeting, the President (or designee) shall collect information and feedback from the Cabinet, as time allows or as applicable and available, to obtain information on the impact of the cancelation of classes or events, delayed arrival or early departure for non-essential employees, closure of facilities or institutional closing. T h e President (or designee) thereafter shall

make the determination of action.

- e. **If any decisions are triggered during non-business hours, all efforts are to be made to have the Inclement Weather Workgroup meet at 5:00 a.m. on the affected day to ensure a final decision can be communicated to the campus no later than 6:00 a.m.** For events taking place during business/class hours, announcements will be made at least two hours before any cancellation, etc. goes into effect.
- f. Consideration of any decision which may impact the use of any campus resources during non-business hours should consider the need for the campus community to access facilities and resources during non-business hours, as well as the safety of the community.

III. NOTIFICATION OF DECISION

A. PUBLIC NOTIFICATION & COMMUNICATION

1. Upon notification by the President or his designee, the Vice President for Communications & University Relations, shall announce the decision as outlined in the campus' [Inclement Weather Communications policy](#).
2. Notice to the public (e.g., ticketholders, registered guests, vendors, etc.) of a cancellation of special events (e.g., Athletics, Maguire Theater) is the responsibility of the directors of those facilities in collaboration with the manager of each given event.
3. In the event of closure, the Chief of University Police should report the campus' status to the Office of Environmental Health & Safety and Emergency Management at SUNY.

B. INTERNAL NOTIFICATION & COMMUNICATION

1. In the event of any campus-wide closure or cancellation, the supervisors of the campus divisions shall be responsible to provide notification to impacted staff regarding the need for essential employees to be present; options for alternative work accommodations; and notification of who will not be present. Departments shall develop a method (e.g., a phone tree) to deliver information about cancellations or closures which may happen outside of business hours.
2. On an Event Cancellation, all efforts shall be made to notify affected employees as soon as possible to ensure they are aware of their need to (or not to) attend work. The director of those operations shall be responsible for ensuring notice is provided.

IV. EXPECTATIONS OF STUDENTS/EMPLOYEES

It is State policy not to close State facilities, offices, or operations due to extraordinary weather. In all such circumstances, offices are considered open for business, even if employees are advised to work via a remote status.

Notwithstanding the above-stated policy, it is understandable that in certain extraordinary situations it may not be possible for employees to get to work. This could be due to impassable roads, declaration of a State of emergency by a governmental official, etc. **(NOTE: A declaration of emergency, even by the Governor, does not automatically mean closure of State offices. If there is to be closure of State offices in such a situation, that determination would result from a separate action by the Governor.)** Certainly, employees as citizens

are expected to abide by civil authority. Nevertheless, even in such situations, employee absences resulting from any change in scheduled operations including class cancellations, early departures, and closings; or if there are safety concerns regarding an employee's commute to work or home, the employee must charge their appropriate leave accruals (e.g., vacation, personal, or overtime compensatory). Only the governor can officially authorize employees to remain away from work without charge to leave accruals. Along with charging their accruals, employees are expected to notify their supervisors if they elect not to report to work or will report late.

It should be noted that in emergencies when class cancellations or closures occur, employees performing essential services are expected to report to work as part of their job responsibilities related to the emergency itself, and/or in service to students who remain on campus.

If classes are not cancelled, students are expected to attend as required by the instructor. Students who cannot attend due to weather conditions shall notify the instructor of their absence, as required by the instructor.

WINTER WEATHER - Standard Operation Procedures

Appendix A: Divisional Chains of Communications

ACADEMIC AFFAIRS

- Provost → deans, AVPs, EOP director, admin assistants
 - Deans, AVPs, EOP director → professional staff and chairs
 - Deans and chairs → faculty
 - Faculty → students

BUSINESS & FINANCE

- CFO → AVPs, facilities director, and additional direct reports
 - AVPs and facilities director → all professional staff, direct reports, and vendors/contractors (as applicable)

COMMUNICATIONS & UNIVERSITY RELATIONS

- Vice president → director of communications, print shop supervisor, website administrator, graphic designer
 - Director of communications → subordinate staff and student interns
 - Print shop supervisor → subordinate staff

ENROLLMENT MANAGEMENT

- Vice president → directors of admissions, financial aid, international enrollment, orientation, transfer services, additional direct reports
 - Directors → subordinate staff

HUMAN RESOURCES

- Executive Director → direct reports

INSTITUTIONAL ADVANCEMENT

- Vice president → director of alumni affairs, development officer, administrative assistant
 - Administrative assistant → student employees

OFFICE OF THE PRESIDENT

- Chief of staff → special assistants and other office team members

STUDENT AFFAIRS

- Vice president and dean of students → associate dean of students for student enrichment
 - Associate dean of students for student enrichment → Student affairs directors and additional direct reports
 - Student affairs directors → student affairs professional staff and SGA leadership
 - SGA leadership → student leaders
 - Student leaders → student participants