

OM 7.1.0 Procedure for Closing Offices Because of Severe Snow or Ice Storms or Other Emergency

[[Policy](#)] [[History](#)]

About This Policy	
Effective Date: December 1986 Last Updated: November 2019 Responsible University Office: Human Resources Responsible University Administrator: Chief Inclusion and Human Resources Officer	Policy Contact: Amy McGaheran Director of Human Resources amcgaher@clarkson.edu

Policy

All offices will be closed and classes may be canceled when extreme weather conditions exist and the New York State Police inform the University that no unnecessary travel is advisable, or when the President determines there is an emergency situation that could endanger employees.

The Director of Campus Safety & Security will secure travel information from the State Police and inform the Chief Human Resources Officer (or his or her designee).

The Chief Human Resources Officer will then inform the President, who will make the decision whether or not to close University offices. If the President is not available, the Chief Human Resources Officer will contact the Provost or, in turn, the Chief Financial Officer, the Vice President for External Relations, the Vice President for Enrollment & Student Advancement, or the Vice President for Development and Alumni Relations.

If a decision is made to close University offices, the Chief Human Resources Officer will then contact the Chief Crisis Communications Officer on duty (Usually the Vice President for External Relations or the Director of Media Relations) to disseminate the information to local radio and television stations. The announcement will be made via SMS text message (if deemed necessary) and e-mail, and on WSLU 89.5 FM (and all North Country Public Radio frequencies), WPDM 1470 AM, WSNN 99.3 FM, WWNY TV 7, and WWTI TV 50.

If offices are being closed during the course of the workday, the Chief Crisis Communications Officer on duty will e-mail the message to all employees and the Chief Human Resources Officer will implement a telephone chain to contact all University offices.

Essential and emergency employees may be asked to remain on campus to maintain safe and healthy conditions.

NOTE: HUMAN RESOURCES WILL ONLY NOTIFY OFFICES WHEN THE UNIVERSITY IS OFFICIALLY CLOSED.

[back to top](#)

History

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Revised September 1993

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Editorial Revision March 2007

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[back to top](#)