



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 23, 2009

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 curtail the University's daily schedule is made only by the Vice Chancellor 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 such a decision 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 change in the University's daily schedule 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 the University's operational status can be obtained by calling 443-1870 for a regularly updated general announcement. Announcements will also be distributed via e-mail and will be found throughout the day on the Internet on the University home page (<http://www.syr.edu>), Syracuse University News site (<http://sunews.syr.edu>) and Inside SU site (<http://insidesu.syr.edu>). 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.

