

# Official University Emergency Snow Delay/ Closing Guidelines 2017-2018

The safety of our campus community is always Stevenson's first priority. Conditions can arise that require the delay or cancellation of classes and events as well as the closure of one or both of SU's campuses. These conditions include inclement weather, utility disruptions, or situations that pose an imminent danger to individuals on our campuses. Snow always presents special challenges; the guidelines below are meant to help faculty, staff, and students prepare for potential delays or closings during the winter months.

## General Criteria for University Snow Delays or Closings

The decision to close or delay the opening of the University due to snow depends on multiple factors in the Baltimore metropolitan area and on our campuses. To make this decision, campus administrators:

- Assess road conditions around Baltimore and on our campuses.
- Check multiple weather forecasting services to help predict a storm's likely timing and impact.

- Estimate how long it will take to clear SU parking lots and walkways for safe access.

Under the best circumstances, Stevenson will aim to announce its delay/closing status by 4:30 a.m., but the fact remains that no two storms are alike, nor can SU predict specific road or weather conditions in all the areas from which faculty, staff, and students commute. You will have to plan accordingly for your commute based on the area and distance from which you drive.

## How to Access Delay/Closing Information

Delay and closing announcements will be distributed and posted via the following:

**Text/Email:** To your subscriber-designated phone number or email address through the SU Alert System. (To sign-up, go to <https://now.stevenson.edu> and click SU Alert/Opt-In at the bottom right of the page.)

**Website:** At the top of the SU Home Page ([stevenson.edu](http://stevenson.edu)).

**Phone:** On the SU Emergency Information Line; call 410-486-SNOW (7669).

**Portal:** On the SU Now Portal (<https://now.stevenson.edu>).

**Facebook:** On the Official SU Facebook Page ([facebook.com/stevensonuniversity](https://facebook.com/stevensonuniversity)).

**Twitter:** On the Official SU Twitter Feed ([twitter.com/stevensonu](https://twitter.com/stevensonu)).

**News Media:** SU shares its closing/delay information with local TV and radio news stations (such as WBAL TV and WBAL 1090 AM), but we cannot guarantee the accuracy or timeliness of their reports.

**NOTE:** For the most accurate and up-to-date campus closing/delay information, always check official Stevenson sources such as the SU Home Page, SU Emergency Information Line, SU Now Portal, and your phone/email for an SU Alert text.

## General Faculty, Staff, and Student Instructions

### No Message about Delay or Closing?

Unless you receive an SU Alert text or campus email, view a delay or closing notification on the SU Now Portal or SU Home Page, or hear it on the SU Emergency Information Line, then the University is open. Always check other official SU sources in case a text does not reach your phone.

### Delayed Opening & Class Starting Time

- **In the event of a delay, please do not arrive on campus more than 30 minutes before the announced opening time in order to allow time and space for snow removal.** The campuses will be accessible for parking 30 minutes prior to the announced opening time.
- **When the University opens, regularly scheduled classes, labs, studios, etc., are expected to begin, even if the time block is partially over.**

For example: If SU opens at 10 a.m. and your class that day is regularly scheduled from 9 a.m. to 11 a.m., then faculty and students should report to that class at 10 a.m.

- **If SU is open, then faculty are expected to hold class.** Faculty are not permitted to cancel classes on their own and are expected to adhere to the class cancellation policy posted on the Office of Academic Affairs Portal site.

### Early Campus Closure

If weather becomes hazardous during the normal hours of operation, Stevenson's administrators will make a decision about closing early. Because of weather's unpredictability, we cannot guarantee that a decision will be made regarding evening classes by a certain time. The announcement will be made via the protocol outlined in the "How to Access Delay/Closing Information" section.

## Student-Specific Instructions

### Resident Students

**Six snow dumping zones** have been designated on the parking lots behind buildings 104, 105, 108, 110, 114, 116, and 120 on the Owings Mills campus. These areas are marked by blue SNOW ZONE signs. **In the event of snow, students will need to move their cars from these areas to make room for snow clearing.** Residence Life will let students know in advance via an email/text message when cars need to be moved before a snow storm.

In the event of a closing, Dining Services will provide food for residents in the Rockland Marketplace under an Emergency Food Service plan.

### Off-site and Online Classes

- **Off-site classes, internships, clinicals, etc.:** Cancelled when SU is closed. Students should check with their instructors regarding make-up policies.
- **Nursing clinicals:** If students are already in place at a clinical site when the University decision is made to close a campus for the day, to delay opening, or to close a campus early, then students should consult their Clinical Supervisor for direction.
- **Online classes:** Students and faculty are expected to access their courses online just as they would if the University were open.

## Staff-Specific Instructions

### Essential Personnel Must Report

When a closing or delay is announced, essential personnel (Security, Facilities, Transportation, Student Affairs, OIT, Auxiliary Services, Food Service, and Housekeeping) must report to work in accordance with a schedule and plan determined by their supervisors.

Other offices may need essential personnel to report in particular circumstances. Please consult your supervisor for information about your department's staffing arrangements for campus closings, delays, and other emergencies.