

Stevenson University Emergency Snow Delay/Closing Guidelines 2021-2022

The safety of our campus community is always Stevenson's priority. Conditions can arise that require the delay or cancelation of classes and events as well as the closure of campus. These conditions include inclement weather, utility disruptions, or situations that pose an imminent danger to campus. Snow always presents special challenges, and 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 by campus administrators to close or delay the opening of Stevenson due to snow depends on multiple factors including:

- Assessing road conditions around campus and the region.
- Checking multiple weather forecasting services to help predict a storm's timing and impact.
- Estimating how long it will take to clear SU parking lots and walkways for safe access.

Stevenson will aim to announce its delay/closing status as early as possible, but as no two storms are alike, SU cannot predict specific road or weather conditions in all the areas from which faculty, staff, and students might commute.

You will need to plan accordingly for your commute based on the area and distance from which you drive. If you take public transportation, please be aware of its operating schedule and status.



HOW CLOSINGS AND DELAYS ARE ANNOUNCED

For the most accurate and up-to-date campus closing/delay information, always check and rely on the official Stevenson sources listed below:

SU Alert Text/SU Campus Email:

Text alerts and emails will be sent to your subscriber-designated phone number or email address through the SU Alert System in addition to all SU campus email accounts. (To sign-up for SU Alerts visit stevenson.edu/sualert.)

SU Website: stevenson.edu

SU Emergency Information Line:
410-486-SNOW (7669)

SU Now Portal: now.stevenson.edu

Facebook:

facebook.com/stevensonuniversity

Instagram:

instagram.com/stevensonuniversity

Twitter: twitter.com/stevensonu

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

No Message about Delay or Closing? The University is Open!

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 Notification Line, then the university is open. Always check official SU sources in case a text does not reach your phone.

WHEN THE UNIVERSITY IS CLOSED

All campus-based classes are canceled. Online classes will be held as scheduled. All scheduled on-campus events, including athletic events, are also canceled.

WHEN CAMPUS OPENS LATE

When the university opens, regularly scheduled campus-based classes, labs, studios, etc., that have 50 or more minutes left in the instructional period are held on campus. For example, if SU opens at 10 a.m. and your class that day is regularly scheduled from 9-11 a.m., then faculty and students should report to that class at 10 a.m. Online classes will be held as scheduled.

Please do not arrive on campus more than 30 minutes before the announced opening time to allow time and space for snow removal.

WHEN CAMPUS CLOSES EARLY

If weather becomes hazardous during normal hours of operation, Stevenson's administrators will make a decision about closing early. Due to the unpredictability of weather, we cannot guarantee that a decision will be made about evening classes by a certain time. The announcement will be made via the sources outlined in the "How Closings and Delays are Announced" section. Online classes will be held as scheduled.

DRIVING TO CAMPUS IN INCLEMENT WEATHER

When driving to or from campus, please use good judgement regarding road conditions on days when the university opens late or closes early due to inclement weather. **If you are unable to make it to campus for class or work, you are expected to notify your instructor or supervisor in advance.**

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 snowstorm.

In the event of a closing, Dining Services will provide food for residents in Rockland Marketplace on a modified schedule. Information about the availability of other campus services (Library, fitness centers, etc.) will be posted on the SU Now Portal.

STUDENTS WITH OFF-SITE CLASSES, INTERNSHIPS, AND CLINICALS

Students in off-site classes, internships, clinicals, etc., are not required by SU to travel to off-site locations when SU is closed. Students should check Blackboard for information from their instructors.

If students are already in place at an off-site instructional location/clinical site when the university decision is made to close campus, to delay opening, or to close campus early, students should consult their site-based/clinical supervisor and check Blackboard for information from their instructors.

FACULTY-SPECIFIC INSTRUCTIONS

If SU is open, faculty are expected to hold class in accordance with the class cancellation policy and procedures posted on the Provost's Office Portal Site.

Faculty are expected to be flexible in allowing a student to make up for a weather-related absence.

STAFF-SPECIFIC INSTRUCTIONS:

ESSENTIAL PERSONNEL REPORT TO CAMPUS

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.

STAFF WORKING REMOTELY

Other offices may need to designate personnel to work remotely in certain circumstances. Supervisors will inform their departments about any required remote work arrangements in the event of campus closings, delays, and other emergencies.