

## MEMORANDUM

**To:** All Faculty and Staff  
**From:** Office of Public Affairs  
**Subject:** Updated Emergency Cancellations and Delays Policy – 2008/2009  
**Date:** November 5, 2008

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Classes will be canceled or delayed only under extreme circumstances, such as severely inclement weather or other emergency situations. *(Faculty and staff now have the ability to have emergency notifications sent to their cell phone. For instructions, see below.)*

### **Delay or Cancellation of Classes or Other Campus Activities:**

The decision to delay or cancel campus activities will be made as early as possible (usually by 5:30 a.m.) for any day that is affected by severe weather. Decisions that affect evening classes (those that begin at 4:30 p.m. or later) will be announced by 2:00 p.m. There are a number of factors that are considered in this process, including inclement weather in the immediate vicinity of the campus, local road conditions, and the ability to properly clear campus walkways and parking lots. In a delay situation, all classes on the affected day that begin before the delayed opening will be cancelled.

### **Closing of Campus Buildings or Offices:**

Because we are a state university, we follow state policies\* regarding office closings. SUNY New Paltz's president is authorized to suspend campus activities, but can only give non-teaching professional staff or classified civil service personnel time off without charge to leave credits in very limited circumstances. This would include if the governor takes action to close our campus or, pursuant to contract provisions, if there is an approved early departure. In these limited cases, employees may not be required to charge leave credits for related absences. However, an announcement that classes are cancelled or delayed does not mean that campus offices or buildings are closed. "Essential state employees" are expected to report to work and, unless there is an announcement that the governor has closed the campus, "non-essential" state employees may report to work or request approval to charge leave credits. Unless closed by the governor, offices should remain open for those employees who are able to report to work. Thus, supervisors are urged to take advance steps to develop procedures for employees, such as establishing a staff telephone notification procedure, to ensure proper communication between supervisors and staff.

Employees are designated as "essential" if they **are employed in positions that must be staffed to preserve the public safety or welfare of the campus community**. If you are uncertain about which category of employee you are (essential or non-essential), contact your supervisor for clarification.

\*The NYS Policy on closing of state offices can be found at the following link:  
<http://goer.state.ny.us/cna/policies/tdcemerg.html>.

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**Procedure for Communicating Office Closings to Students, Staff and Visitors**

During inclement weather, the campus will often cancel classes, but offices will remain open. This is because state agencies are not allowed to close without the governor's approval. However, at those times we also typically announce that non-essential staff may leave with supervisory approval (if they charge personal leave time). It is common that many offices will close as all staff members in that unit have opted to go home for personal safety reasons. Some send out an e-mail to the campus, while others merely post a paper notice on their office doors.

Because we are a residential campus and students, staff and visitors who remain on campus are expecting offices to be open, we want to make them aware BEFORE they venture out in inclement weather to an office that it is closed.

If your office is closing, please follow these steps:

1. Each department head (or his/her designee) must report to their VP or Dean for approval in the decision to close their office and indicate the time it will close.
2. The Vice Presidents and Deans or their secretaries should call x3245 (Public Affairs) or e-mail [publicaffairs@newpaltz.edu](mailto:publicaffairs@newpaltz.edu) with that information. Public Affairs will keep a running list. Public Affairs will post this list and continually update it on the Web as the secretaries report this information.
3. When Public Affairs announces the college is canceling classes via an all-fs and all-stu e-mail message, Public Affairs will include in that e-mail (and in the post on the home page) a link to a separate Web page ([www.newpaltz.edu/officeclosings](http://www.newpaltz.edu/officeclosings)) where the status of department offices will be posted.

For more information about cancellations and delays due to inclement weather or other emergency situations, visit [www.newpaltz.edu/emergency](http://www.newpaltz.edu/emergency).

Below is a list of radio and television stations you can tune in to for announcements regarding cancellations and delays. A message also will be recorded on the 257-INFO (4636) hot line and posted on SUNY New Paltz's Web site at [www.newpaltz.edu](http://www.newpaltz.edu).

**HAVE THESE MESSAGES AND OTHER EMERGENCY NOTIFICATIONS SENT TO YOUR CELL PHONE:** *(Standard text messaging rates apply for text messages received.)*

The Office of Public Affairs is offering an emergency alert system – NPAlert – as a part of its fully integrated and coordinated notification system. Faculty and staff may sign up to receive a phone call, text message, and/or e-mail in the event of a delay or cancellation due to inclement weather or on-campus emergency. This service augments the other communications tools used to convey urgent messages.

If you are interested in signing up for this service, visit [www.newpaltz.edu/npalert](http://www.newpaltz.edu/npalert) for more information.

**NOTE:** If there is a campus-related event that needs to be delayed or cancelled, the Office of Public Affairs needs to be contacted (x 3245) as soon as possible and that information will be put on the Web and the INFO line.

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**2008/2009**  
**LIST OF RADIO & TELEVISION STATIONS**  
**NOTIFIED FOR DELAYS & CANCELLATIONS**

**Radio – AM**

600 WICC  
810 WGY  
1220 WGNV  
1230 WHUC  
1260 WBNR  
1340 Radio Disney  
1370 WELG  
1390 Radio Disney  
1420 WLNA  
1450 WKIP  
1490 WDLC

**Radio – FM**

92.1 WRNQ  
92.7 WRRV  
93.3 WBWZ  
93.5 WZCR  
94.3 The Wolf  
95.7 WSUL  
95.9 WVOS  
96.1 WPKF  
96.7 WTSX  
96.9 WRRV  
97.3 Mix  
97.7 Mix

**Radio – FM** (continued)

98.3 WSUL  
98.5 WCTW  
99.3 WRWC  
100.1 WDST  
100.7 WHUD  
101.5 WPDH  
102.1 WDNB  
102.3 WSUS  
103.1 WGNV  
103.7 WNNJ  
104.7 WSPK  
105.3 WYCY  
106.1 WPDH  
106.3 WHCY  
107.1 WXPB  
107.3 WRWD  
108 WEBE

**Television**

WRNN (Channels:  
Cablevision 6 or 19;  
Comcast 20;  
Paragon 23;  
Time Warner 12 or 22)

Note: Many of these stations will post delay/cancellation information on their Web sites.