



OFFICE OF HUMAN RESOURCES • COLLEGE HALL
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MEMORANDUM

TO: The University Community
FROM: John Polding, Associate Vice President-Human Resources
DATE: October 23, 2009
RE: UNIVERSITY CLOSING DUE TO SNOW OR OTHER EMERGENCY

The following information is provided to remind all University employees of our communication processes and to clarify individual responsibilities when snow or other similar weather related emergencies occur.

In cases of severe weather or whenever an emergency condition exists, the President or his designee will make the determination to cancel classes, close the University, delay opening, authorize early release of employees, or provide other direction. We anticipate that an announcement to close or delay the opening of the University due to adverse weather conditions will be made by 6 a.m. when circumstances permit.

On those occasions when such a University closing has been authorized, essential employees are required to report for work. Members of the University Community designated as essential employees should refer to the specific instructions they received regarding individual responsibilities and the University's expectations.

The President or his designee also may cancel classes due to a weather emergency. **Announcements regarding cancellation of classes affect students and faculty only.**

Members of the University community who sign up for the Emergency Notification Service, Connect-Ed, will receive notices regarding the cancellation of classes, University closing or delayed opening. Notice will be sent to phone numbers and e-mail addresses which are registered in that system. Employees who have not done so already are encouraged to sign up via WP Connect, the University's portal, by following the instructions provided in the WPUNJ Bookmarks, Emergency Notification Service.

An Emergency Announcement broadcast message will be posted in all voice mail boxes. Employees may dial into their voice mail boxes via 973-720-2545 to hear the status announcement and change personal greetings and information accordingly. Employees who do not have individual voice mail boxes or who have not registered for the Emergency Notification System should call 973-720-2475 for a recorded message regarding University operations.

The following radio stations may provide announcements regarding the status of University operations as well:

WINS 1010 AM	WHCY 106.3 FM	WGHT 1500 AM
WNNJ 1360 AM/103.7 FM	WSUS 102.3 FM	WOR 710 AM

In addition, the University homepage will provide notice regarding the status of operations. The WINS website, www.1010wins.com, lists school closings and NJ News 12, available via your cable provider, indicates school closings on a running trailer at the bottom of the television screen.

If University offices are open, it is each employee's responsibility to report for work. Employees who are going to be late or absent due to local conditions must contact their supervisors.

As we approach the winter months, please refer to the University Police web site and access the Faculty and Staff Emergency Handbook for a number of helpful hints for dealing with varying severe weather conditions.