

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Charles D. Leffler
Vice Chancellor for Finance and Business

DATE: September 15, 2010

SUBJECT: Campus Adverse Weather and Other Emergency Conditions Notification Procedure

This serves as a general reminder about the notification processes for adverse weather and other emergency conditions. If conditions deteriorate to the point where it may become necessary to cancel classes, open late, or close the university, the Vice Chancellor for Finance and Business will make a recommendation to the Chancellor and Provost.

The University will operate normally unless the Chancellor or Provost publicly announces:

- STATUS 1: “The University (or a specific operational unit) is closed; only essential personnel should report,” *or*
- STATUS 2: “The University (or a specific operational unit) will open late; essential personnel should report as required” *or*
- STATUS 3: “Classes are cancelled; the University is open but operating under adverse weather advisory,” *or*
- STATUS 4: “Classes are in session; the University is open but operating under adverse weather advisory

The Chief Communications Officer will communicate the campus status decision to the media for dissemination. In addition, officials will send a broadcast e-mail message to all students, faculty and staff.

Questions and Information

During adverse weather or other emergency conditions, the status of the university is announced on the adverse weather or other emergency conditions hotline (513-8888) and on the University’s Web site www.ncsu.edu. Any questions concerning the status of parking lots, streets, sidewalks, public transit routes and building access may be directed to Facilities Operations Center at 515-9422. The complete Adverse Weather and Other Emergency Conditions Policy can be found at: http://www.ncsu.edu/policies/campus_environ/health_safety_welfare/REG04.20.7.php

Snow Removal Priorities

Priorities have been established as a part of the university’s inclement weather procedure. They were developed using a “worst case” situation for providing access to the campus streets, parking lots, walkways and buildings. Primary streets, entrances, walk, and parking areas have been prioritized.

Continuation of Adverse Weather or Other Emergency Conditions Procedures

Throughout periods of adverse weather or other emergency conditions, the above procedures will be followed on a daily basis until it is no longer necessary to alter the university’s schedule.

CDL/leb

cc: Chancellor Randy Woodson
Provost Warwick Arden
Vice Chancellors
Joe Hice, Associate Vice Chancellor for University Communications