

Atwood Snow Emergency Procedures

If classes have been canceled, but university offices are open:

1. Atwood will remain open for our usual hours.
2. The decision to open services within Atwood will be determined by that department's management – based upon their ability to staff the area and expected demand.
3. Whenever possible, we will try to staff the building with staff who live close to campus so that people who live further will not have to take unnecessary risks to make it to work.
4. Permanent staff who do not make it in need to use their leave time to account for the hours missed.

If the university is closed (either by the president or by the governor closing all state offices): (Atwood Administration will try to notify all staff via email- Atwood Shared Contacts)

- ◆ If the decision is made prior to 7am, Atwood **will not open at all.**
 1. Permanent staff will be paid for their missing time if they follow the instructions that will be issued by Human Resources office. (Contact one of the numbers listed below to verify that the university has been closed and which shifts are affected.)

- ◆ If the decision is made during our usual business hours (between 7am and 12 midnight):
 1. Atwood will remain open for *up to* 2 hours to help students, faculty and staff get home safely. (Note: we have a special exemption that allows us to stay open 1 hour longer than other university offices in this scenario, since people will use Atwood as a base to make arrangements to get home safely.)
 2. The decision to keep services open within Atwood during these two hours will be determined by the areas' management based upon their ability to staff the area and expected demand.
 3. Permanent staff will be paid for their missing time if they follow the instructions that will be issued by the human resources office.

PLEASE NOTE:

- *GMWs need to follow their instructions from Buildings and Grounds when there is a contradiction between our procedures and theirs.*
- *When Atwood has a special event or conference, the university policy allows us to open when the V.P. for Administrative Affairs office has determined that it can be done safely. Permanent staff who volunteer to come to campus in these situations should make no assumptions about special pay unless that has been cleared with the Human Resources department prior to the event.*

Phone numbers to remember:

University Numbers: 308-0121, 308-2244, 800-369-4260, 877-654-SCSU for a taped message regarding closing/cancellations.

Atwood Number: 308-4787 for recorded information about how our building will be responding to the snow emergency.

*Please note SCSU's Emergency notification system using:
Radio / TV / & E-Mail notices. Stations are listed on the SCSU Memo on the back of this page...*