

Atwood Memorial Center Weather Emergency/University Closing Procedures – 1.26.15

In the event of a weather emergency that results in either the closing of the university and/or challenged transportation access to the university, Atwood Memorial Center will take the following action steps to respond:

1. In the fall of each year (by October 15th), we will determine a core group of employees (staff and/or students) that reside in close proximity and/or on campus that could serve as a minimal staffing module in the case that Atwood would need to remain open to provide minimal services to place bound or on campus students. GMW's would be offered an opportunity to serve on this core group using the bargaining unit's required methods and guidelines.
2. The **minimal staffing module for Atwood** in the event of a weather emergency (paid at the applicable rates), and we would need to remain to provide service, would include:
 - a. A Student Building Manager or FT Administrative staff member
 - b. A Student Building Assistant (s)
 - c. A GMW (s) (if needed for snow removal or basic building maintenance)
 - d. A student employee for the Information Center
3. Atwood's Executive Director is included in the University's Notification Tree to be contacted during the decision-making process before the weather-related closing announcement is made by university officials, and
 - a. Atwood's Executive Director or Associate Director will consult with the Director of Residence Life and the General Manager of University Dining Services to ensure that dining options will be available for students after the closing.
 - i. If Garvey Commons will NOT be available, we will determine at least one option in Atwood, and try to remain open through the meal period following the closing.
 - ii. If Garvey Commons will be available, we will identify a reasonable closing time to allow for proper closing of office, retail, testing, and dining operations within the building.
 - b. Atwood's Executive Director or Associate Director will communicate with the Vice President for Student Life and Development to discuss the plans for Atwood.
 - c. Atwood's Executive Director will report to the Assistant Vice President of Safety and Risk Management on the Atwood-related status or complications due to closings or cancellations.
 - d. The University Dining Services GM and/or Retail Manager will coordinate communication to the Atwood dining staff. The Lead GMW supervisor will also be contacted to address custodial and maintenance needs for the building and coordinate communication to GMW staff.
 - e. Atwood's Conference and Event Services and/or Office Assistants will contact all clients who have spaces reserved for events in the building past the agreed upon closing time or other statuses for the building.
 - f. Once it is confirmed that the university will be officially announcing the plans to close, we will implement. Atwood's Associate Director and/or Service Center Manager and/or Office Assistants will coordinate all plan communications (emails, signage, and phone calls) to all offices, retail, testing, and dining management in Atwood and postings for general building users.
4. In the event that a weather – related university closing coincides or precedes a weekend or holiday where Atwood GMW coverage is minimal and/or not available, Facilities Management will be requested to provide snow removal services by their essential personnel for entrances, ramps, and stairwells surrounding Atwood Memorial Center.