

## MEMORANDUM

To: University Community

From: Henry Mauermeyer, Senior Vice President for Administration & Treasurer

Date: January 23, 2015

Subject: **EMERGENCY CLOSING PROCEDURES**

### I. INTRODUCTION

In the event of adverse weather or other conditions which may impact the safety or welfare of members of the university community, the Sr. Vice President for Administration & Treasurer or his designee may issue an emergency directive to close, delay opening, cancel classes or announce the early dismissal of the university.

Official notification to the university community including: faculty, staff, students and administrative personnel that the university will alter its regular schedule by closing, by delaying the opening or by announcing other emergency action will be given pursuant to the following procedures:

### II. EMERGENCY CLOSING

1. A directive to close the university for the business day will be made prior to **6:00AM**.
2. A directive to cancel evening classes will be made by **2:00PM**.
3. A directive to close or delay the opening of the university or to cancel classes will be made by the **Sr. Vice President for Administration & Treasurer** or, in his absence, his designee.
4. The designated media outlets listed below, NJIT email notification (M3) and the **Campus Wide Notification System (CWNS)** will be used to notify the university community of the emergency action.

5. The university community should register for the **Campus Wide Notification System** and/or check the NJIT website or designated media outlets for the latest information on university closings and other emergency actions. A list of media outlets appears below.
6. Decisions to close the university on succeeding days will be communicated in the same manner outlined above.
7. The emergency action communication will specify the action being taken; e.g., day classes cancelled. The action taken will reflect the conditions and will apply to all members of the university community including: faculty, staff, students and administrative personnel, with the following exceptions:
  - Operations and Maintenance Staff of Physical Plant
  - Public Safety & Security
  - Health & Environmental Safety
  - Custodial Services
  - Food Services
  - Student Life
  - Residence Halls
  - Other administrative staff by prior arrangements
8. In the event of an emergency closing during the day, the **Chief of Police** or designee will assign on duty personnel to notify the Vice Presidents who will notify their departments and individuals reporting to them of the decision.

### III. INDIVIDUAL CONCERNS

1. **EMPLOYEES** - should the university choose to remain open during inclement weather or under what may appear to be atypical circumstances, individual employees who wish to leave may request to do so through their supervisor, and appropriate leave banks will be charged to reflect the absence.
2. **STUDENTS** - should the university choose to remain open during inclement weather or under what may appear to be atypical circumstances and a student is unable to attend class, it is the student's responsibility to ensure that the instructor is notified.

## Media Outlets

**Name**      **Frequency**

WCBS	AM 88
WINS	AM 1010
WDHA	FM 105.5
WMGQ	FM 98.3
WOBM	FM 92.7
	AM 1160
WJLK	FM 94.3
WFPG	FM 96.9
WKXW	FM 101.5
SOJO	FM 104.9
HAWK	FM 105.7
CAT	FM 107.3
WSUS	FM 102.3
MAX	FM 106.3
WNNJ	FM 103.7
WPST	FM 94.5

WRNJ	AM 1000
NEWS 12 NJ	TV Channel 12
WNBC	TV Channel 4

1. Directions for registering for our **Campus Wide Notification System (CWNS)** follow this link:<http://www.njit.edu/campusnotifications/howto/index.php>
2. NJIT website: [www.njit.edu](http://www.njit.edu)

**Updated: 1/23/15**