



EXTRAORDINARY WEATHER CONDITIONS/INTERNAL PROCEDURES FOR CANCELLATION OF CLASSES

Step One:

An Officer on night duty at University Police will monitor weather conditions in Potsdam and the surrounding area, and will directly inform the Chief of University Police by 4:45 a.m. if there is a possibility of developing weather conditions that could require the cancellation of classes.

Step Two:

The Chief will consult with the following: (1) area police agencies and (2) the AVP for Facilities.

Step Three:

Informed by these sources of information, the Chief will call the Provost (or designee) by 5:00 a.m.

Step Four:

If it is the collective judgment of the Chief, the head of Facilities and the Provost that classes be cancelled, or other specific actions taken, the Provost will notify the President by 5:10 a.m., to recommend this action.

Step Five:

If the President concurs with the decision to cancel classes, the Provost, by 5:15 a.m., will call the Chief Communications Officer, and notify President's Council, who will take those actions relevant to their area of responsibility.

Step Six:

The Chief Communications Officer will notify, by 6:00 a.m., the appropriate news agencies, ensure College website is updated, and send email and a RAVE alert to the campus.

Events and Activities: The decision to cancel classes does not presume cancellation of other events on campus, which will be determined on an individual basis by the sponsoring offices.

NOTE: For deteriorating weather conditions during general business hours, the above procedure applies. The decision to cancel evening classes must be made and communicated no later than 2:00 p.m., thus this process should begin by 12:45 p.m.