

TO: THE COLLEGE COMMUNITY
FROM: Office of Human Resource Services
SUBJECT: PROCEDURES FOR SNOW AND OTHER EMERGENCY CLOSINGS

Please note the following procedures in the event of an emergency closing of the College. An emergency closing is defined as cancellation of classes and/or the suspension of campus operations, for part of a day or for a full day, due to adverse weather conditions, interruption of transportation, or other major emergencies. The College is open unless a specific announcement of closure is made through the College's information telephone service or by radio broadcasts. Radio stations broadcasting such Brooklyn College messages are:

- WADO 1280 AM
- WBLS
- 107.5 FM
- WCBS 880 AM
- 101.1 FM
- WFAS 1230 AM <http://www.wfasam.com>
- WINS 1010 AM
- WLIB 1190 AM
- WOR <http://www.wor710.com>

The only staff other than the Departments of Facilities and Security that will be required to report to work during an emergency closing are the personnel in the Payroll Office when the payroll is being prepared for Albany. Expanded telephone answering service in the Office of the Registrar and in the Telephone Center will allow us to eliminate the designation of other emergency staff. If payroll staff is required to work, they will receive compensatory time for hours worked. All staff, other than the Departments of Facilities and Security should NOT report for work when the College is closed. All absences will be excused.

DEPARTMENT OF FACILITIES STAFF: Custodial and Section 220 staff members shall report to work unless directed otherwise by Assistant Vice President Steve Czirak or Assistant Vice President of Human Resource Services.

DEPARTMENT OF SAFETY AND SECURITY: All uniformed College Security personnel, scheduled to work, shall report unless directed otherwise by Mr. Donald Wenz, Director of Campus and Community Services or Assistant Vice President Office of Human Resource Services. All necessary campus security officers will be held over until proper manpower levels can be established for the particular emergency. The twenty-four (24) hour number for Security is 951-5511.

INFORMATION: The Brooklyn College number to be called for information is 951-5000. Please note that radio announcements will refer specifically to Brooklyn College. Radio stations occasionally confuse CCNY and CUNY and announce that City University has closed when the station means City College. References to City University should be ignored and ONLY REFERENCE TO BROOKLYN COLLEGE SHOULD BE HEEDED.