

**UMBC Inclement Weather/Emergency Closing Policy**  
**UMBC#VI-13.00.03**

**For the most reliable closing, updates and reopening information, members of the UMBC community and visitors should rely on the only three official sources of information:**

\*\* [UMBC's homepage under the "Events" section.](#)

\*\* [myUMBC](#)

\*\* Hot line telephone number (410-455-6789). Please note this is a new hotline number.

Members of the campus community are encouraged to sign up for E2Campus, an emergency alert text-messaging system that will permit the University to notify subscribers to any campus-related emergency (such as potential campus safety hazards or campus closures due to weather). It is compatible with mobile phones, Blackberries, "smart phones," satellite phones, e-mail, wireless PDAs and pagers. Normal text-messaging rates apply. There are no additional charges. Sign up for this important service today at [my.umbc.edu/notifications](http://my.umbc.edu/notifications).

Although we will distribute closing information to regional news outlets, **do not depend on the news media for complete, accurate and up-to-date information.**

**If UMBC is open, classes will be held and no special announcement will be made;** all employees should report to work or use appropriate leave, and all classes should meet.

**It is the responsibility of each community member to check the homepage and hot line telephone numbers for up-to-date information regarding campus opening/closing status and when the campus will reopen. Information will be posted on myUMBC, but there may be a time delay between when the announcement is entered and when it appears on the site, so please rely on UMBC's homepage as the primary source for closing information.** This procedure will be operational seven days a week, 24 hours a day. The new hot line number is 410-455-6789 (or ext. 5-6789 from on campus).

The decision to close campus/open late/close early applies only to the UMBC campus (1000 Hilltop Circle and South Campus Technology Center). Employees at other sites, i.e., Shady Grove, off-campus centers, etc., should follow the inclement weather notices at those sites.

**Messages:** In an effort to share information on closings efficiently, closing announcements will be distributed to the media in one of the following three formats. **We cannot rely on the media to accurately relay all information on**

**UMBC closings at all times.** Therefore, when conditions raise questions regarding UMBC's status, **the most accurate and timely information will be available via the UMBC homepage.**

1. **“UMBC is closed.”** This message means that classes are cancelled. Employees designated emergency essential must report. All other employees are discouraged from coming to campus and administrative leave will be authorized for eligible employees.

If UMBC is closed, information on when the campus will reopen will be available on the UMBC homepage and campus hot line numbers. Those scheduled for evening/weekend classes or work shifts should check these sources periodically for up-to-date information. In many cases, conditions will improve from early morning hours to the evening/weekend, making it possible to open the campus.

2. **“Classes are cancelled.”** This decision is based on the amount of parking available on campus. Although classes are cancelled, campus offices are open. All emergency essential and critical employees must report to work; all others are encouraged to report to work, but may use compensatory, personal or annual leave under the liberal leave policy. Various departmental events and programs may occur.

3. **“The campus will open (or close) at \_\_\_\_ o'clock.”** This announcement applies to both classes and offices. Emergency essential employees should follow their assigned schedules; critical employees should follow the announced schedule; all others report or leave at the announced time or use appropriate leave under the liberal leave policy. Administrative leave will be authorized for eligible employees for hours between their usual work schedule and the actual opening/closing.

**If UMBC is open, classes will be held and no special announcement will be made;** all employees should report to work or use appropriate leave, and all classes should meet.

Weather and related road conditions are not the same in every area where students, faculty and staff live. Consequently, the decision as to whether it is safe to travel must ultimately rest with each individual. Faculty are encouraged to arrange a system for communicating to their students should it be necessary to cancel class, and to be mindful that not all students will attend class. If the situation appears to be unacceptably hazardous, employees should use accrued annual, personal, or compensatory leave to cover lost time. Managers and supervisors are to notify employees of their designations, consistent with the Policy for Employee Designations under Campus Emergency Situations issued December 1, 1994, a copy of which can be obtained from the Department of Human Resources, Ext. 5-2337.

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**Campus Activities, Events:**

If UMBC is closed, main campus events are cancelled. However, please visit [www.umbc Retrievers.com](http://www.umbc Retrievers.com) for information about athletics events, and [www.umbc.edu/athletics/recreation](http://www.umbc.edu/athletics/recreation) for information about Retriever Activities Center and recreational sports programming.

For information on events at affiliated locations (Technology Center, etc.), or within Residential Life, check with the appropriate event sponsor.

Information about UMBC Transit shuttles is available at [www.umbc.edu/transit](http://www.umbc.edu/transit).

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**Exam Schedules:**

In the event of a closing during scheduled exam periods - mid-terms or finals - information on new exam dates will be available via the UMBC homepage and myUMBC.

**Parking:**

In the event of a declared snow emergency, parking will be prohibited on campus roadways including Hilltop Circle, Back Rd., Center Rd., Poplar Ave. and Walker Ave. Parking will also be prohibited on the top level of parking garages and decks. Vehicles should be relocated to Lots 17, 18, 13, 5, 12 or the middle levels of Walker Avenue Garage and Commons Garage. **Failure to remove a vehicle may result in towing at the owner's expense.**

The Commons Garage, and Lots 3, 16 and 10 (lower level) will be cleared first. Gated lots will be open when classes are cancelled but the main campus remains open. Clearing the elevated parking deck (Visitor's Lot #10) is problematic under freezing weather conditions, so please advise your guests of alternative parking areas. If the Administration Garage (Lot #10) deck and the Walker Avenue Garage are closed, parking for the handicapped will be available along Administration Drive in the Service Vehicle spaces and on the ground level of the Commons Garage.

**Emergencies During the Workday:**

When an emergency occurs after the campus has opened, information about early closing will be disseminated via the UMBC homepage, myUMBC, the hotline number and the media outlets listed below. During the day, everyone should continue to check the homepage for updates.

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**UMBC Child Care Center:**

During inclement weather conditions, the YMCA Child Care Center at UMBC may not open or may change its business

hours. For details regarding the Child Care Center's inclement weather policy, please contact Betty Sterner, Regional Director, at 410-747-4951.

**Where to find closing information:**

We will distribute closing information to regional news outlets, outlined below, and with a **posting on the UMBC homepage as the primary source for all closing information**. Information will be posted on myUMBC, but there may be a time delay between when the announcement is entered and when it appears on the site, so please rely on UMBC's homepage as the primary source for closing information.

**Do not depend on the news media for complete, accurate, up-to-date information. The campus hot line phone numbers and homepage should be used for updates on campus reopening information.**

<b>Baltimore Area</b>		<b>Washington Area</b>	
<b>Radio</b>	<b>Frequency</b>	<b>Radio</b>	<b>Frequency</b>
WBAL	1090 AM	WAMU	88.5 FM
WYPR	88.1 FM	WTOP	103.5 FM
WMBC	560 AM		

<b>TV</b>	<b>Station</b>	<b>TV</b>	<b>Station</b>
WMAR	Ch. 2	WJLA	Ch. 7
WBAL	Ch. 11	WUSA	Ch. 9
WJZ	Ch. 13	WTTG	Ch. 5
WBFF	Ch. 45	WRC	Ch. 4

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**UMBC is an Equal Opportunity and Affirmative Action Institution**

**Policy Number: VI-13.00.03**

**Policy Section:**

**Responsible Administrator: Vice President for Administration and Finance**

**Responsible Office: Office of the Vice President for Administration and Finance**

**Approved by President:**

**Originally Issued:**

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