

BOWDOIN COLLEGE

Weather Emergencies Information

As we prepare for the Maine winter, the following outlines the College's policy and procedures for weather-related emergencies:

Bowdoin is a residential college, and employees and students should generally presume that classes will meet and that all essential services (dining, facilities, security, etc.) will remain in operation. In extreme weather conditions, it may be necessary to declare a weather emergency requiring only "essential" employees to report to work. All managers and supervisors will review their staff lists in order to identify the essential employees in their departments and inform them of specific department expectations. Faculty members should attempt to notify students through their departments and class e-mail lists if a class is canceled and schedule a make-up class when possible. Since weather conditions can change rapidly, a declared weather emergency over night or in the morning may not affect campus events later in the day or evening. See information below about event cancellation notifications.

1. Announcements

Please note that we will not send messages via voicemail.

Announcements that Bowdoin College has declared a weather emergency will be broadcast over:

Radio Stations WGAN (AM 560), WMGX (FM 93.1), WYNZ (FM 100.9), and WPOR (FM 101.9)

Television Stations WCSH-TV (channel 6), WMTW-TV (channel 8), and WGME-TV (channel 13)

Campus-wide E-mail will provide emergency weather-related closing information

Web site www.bowdoin.edu

Weather Alert Line Employees should call the Weather Alerts Line for specific information about delays or closures at 207-725-3000, then select option 3. If additional work shifts are affected by a closing announcement, updated information will be made available via the Weather Alerts Line.

The Communications Center (ext. 3314) will be kept advised but should be called only if the above methods are unavailable.

2. Parking Bans

To facilitate snow removal from campus roads and lots, **parking bans will be in effect from 12:00 midnight to 6:00 a.m.** following any accumulating snowfall. Parking bans may be in effect the night after the snowfall as well.

During this period, employees may park vehicles in the Coffin Street and Farley Field House parking lots.

Vehicles parked in the following lots will be **towed** unless prior arrangements have been made with Security due to out-of-town travel or other special circumstances:

- North Campus Drive and Circle
- South Campus Drive and Circle
- Coles Tower Drive
- Druckenmiller Hall
- Dayton parking lot
- Sills Drive next to Druckenmiller
- Dudley Coe parking lot
- Russwurm African American Center parking lot
- Admissions/Burton-Little lot
- Lancaster parking lot
- Stowe Inn parking lot—upper lot

3. Event Cancellations

If weather conditions make it necessary to cancel or postpone a campus event, **the event presenter must notify:**

During office hours: Campus Scheduling Office (ext. 3433; events@bowdoin.edu) if the cancellation occurs Monday–Friday, between 8:30 a.m. and 5:00 p.m., so that room reservations and related services (Dining, AV, etc.) can be canceled.

During non-office hours: If the decision to cancel the event occurs on the weekend or at night, when the Campus Scheduler is not available, **the event presenter must contact individual campus offices that provide services**, such as Facilities Management, IT Equipment Services, Dining Service, and Security. Refer to your scheduling confirmation sheet for these service providers' contact information.

To publicize to the campus and the public that the event has been canceled or postponed, contact Sue Danforth in the Office of Communications and Public Affairs (sdanfort@bowdoin.edu; ext. 3832).

Contacting Sue Danforth is for **publicity purposes only**, and does not provide cancellation information to the Campus Scheduler, Facilities Management, Audio Visual, Dining Service, Security, or other campus offices that provide services for events.

4. Payroll

Specific payroll procedures will be distributed as needed in the event of closing.

5. Questions?

Contact the Office of the Treasurer at ext. 3242.