Purpose of Policy
UMass Boston wishes to protect the safety of its community members, research, and facilities during periods of inclement weather or emergency situations. Toward that end, the University is committed to operational consistency and efficiency when a change in operating status is warranted.

UMass Boston may change its operating status during and surrounding periods of inclement weather or emergency situations. The University has prescribed the following policy for evaluation, decision-making and communication of the campus response to inclement weather or emergency situations to its students, faculty, staff and visitors.

Applicable to:
This policy applies to students, faculty, staff and visitors to the UMass Boston Campus located at 100 Morrissey Boulevard, 150 Mount Vernon Street, and the Early Learning Center at Two Harbor Point Boulevard.

Class cancellations at other locations due to weather conditions will follow the local city/town where sites are located and will be announced on local radio stations and will also be posted on the College of Advancing and Professional Studies (CAPS) website at http://www.umb.edu/academics/caps.

Academic and administrative units are expected to abide by any decision made by senior staff regarding operating status.

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Policy:
In the event that a snowstorm, other inclement weather or an emergency situation presents a risk to our students, faculty, staff and visitors in commuting to or from the campus, the Chancellor or his Chief of Staff, the Provost, the Vice Chancellor for Administration and Finance (VCAF) and the Vice Chancellor for Student Affairs (VCSA) will make a determination of the appropriate campus response.

The closing of the campus is a procedure that differs depending on the timing of the decision to close and the expected length and severity of the situation. The essential factor in the decision is the safety of our commuting students, faculty, staff and visitors. However, severe weather affecting only a limited number of commuters generally will not result in a campus closing.

When a decision to close the campus is made, the decision will be effective until 7 a.m. the next morning unless otherwise notified. Please keep in mind every situation is handled on a case by case basis. Exceptions to the rule will be noted in the campus closure alert message.

Whether the campus is open or closed, please use good judgment in determining whether to travel to campus as conditions will vary depending on the commute involved. When the campus is closed for any reason, students, faculty, staff and visitors must leave for their own safety. Exceptions: designated essential personnel who are required to remain to assist.

Decisions announcing the closing of the campus will be communicated using the UMass Boston Alert system via text and email, posted on the University website at http://www.umb.edu, the campus main switchboard at (617) 287-5000, the UMass Boston Smartphone Application, Twitter and Facebook. Please refer to pages 10-11 of this policy for a complete listing.

Closings:
When the UMass Boston Campus is closed for inclement weather, 100 Morrissey Blvd, 150 Mt. Vernon Street, and 2 Harbor Point Blvd. are all closed. All other locations will follow the local school decisions. Staff telecommuting should refer to the telecommuting
policy at the following link: https://www.umb.edu/editor_uploads/images/hr/Telecommuting_Policy_6_30_2015.pdf

When a closure is restricted to a location of the UMass Boston Campus, such as utility issues, localized hazmat or other emergency, only that location is affected. However, some designated essential and on call personnel may be required to report to a different location to assist.

Most emergency closures will require a controlled release and parking lots will operate normally. In the rare instance where the campus must be evacuated immediately, the parking gates will be opened to facilitate evacuation.

Procedures

Section A: Inclement Weather Closures

1. Closings Announced Prior to the Workday:
   Decision Process
   In the event of a snowstorm or other inclement weather during the night and/or evening hours, Public Safety will be responsible for notifying the Assistant Vice Chancellor (AVC) for Facilities, by 4:00 a.m. of general road and weather conditions including regional information. The AVC for Facilities will contact the Vice Chancellor for Administration & Finance (VCAF) by 4:30 a.m. The Emergency Manager and the Director of Marine Operations will be responsible for providing pertinent reports from MEMA and the National Weather Service to VCAF by 4:30 a.m. The VCAF will contact the Chief of Staff, Provost and Vice Chancellor for Student Affairs (VCSA) and together they will assess the situation and make a decision about campus open/closed status, usually by 5:00 a.m.

   Notification Process of the Decision
   - Chief of Staff will notify the Chancellor
   - VCAF will notify:
     - Associate Director of Media Relations, who will send a message out through the UMass Boston Alert system via text and email, will notify radio/TV stations, will update the university website, and will send messages out through Twitter and Facebook.
     - IT – Telecommunications, who will put the general closing message on the University main phone line.
     - Assistant Vice Chancellor for Campus Services, who will notify:
       - Director of Transportation Services, who will notify:
• Campus Bus System Manager(s)
• JFK Library
• EMK Institute
  ▪ Director of Campus Center and Event Services, who will notify:
    • hosts of planned events
  ▪ Dining Services
  ▪ Bookstore
  ▪ Boston Teacher’s Union and Massachusetts Archives
    o Emergency Manager, who will notify:
      ▪ CAPS Director of Administrative Services, who will notify:
        • Mt. Vernon Street Office Building
        • Other pertinent sites
  • VCSA will notify the Early Learning Center.

2. **Closings Announced During the Workday:**
   **Decision Process**
   If during the course of the day weather conditions deteriorate the Chancellor or his Chief of Staff, the Provost, the VCAF and the VCSA, in consultation with Facilities and Public Safety, with pertinent MEMA and National Weather Service reports provided by the Emergency Manager and the Director of Marine Operations, will determine the early closing time of the University and the schedule for evening classes. Every effort will be made to make the decision regarding campus open/closed status prior to **2:00 p.m.**

   **Notification Process of the Decision**
   • Chief of Staff will notify the Chancellor
   • VCAF will notify:
     o Associate Director of Media Relations, who will send a message out through the UMass Boston Alert system via text and email, will notify radio/TV stations, will update the university website, and will send messages out through Twitter and Facebook.
     o IT – Telecom, who will put the general closing message on the University main phone line.
     o Assistant Vice Chancellor for Campus Services, who will notify:
       ▪ Director of Transportation Services, who will notify:
         • Campus Bus System Manager(s)
         • JFK Library
         • EMK Institute
       ▪ Director of Campus Center and Event Services, who will notify:
         • Hosts of planned events
 Dining Services
 Bookstore
 Boston Teacher’s Union and Massachusetts Archives
  o Athletics Facilities Operations Manager
  o Emergency Manager, who will notify:
     CAPS Director of Administrative Services, who will notify:
      • Mt. Vernon Street Office Building
      • Other pertinent sites
  o Human Resources will conduct a telephone notification to:
     Deans and Directors who will in turn notify the departments in their areas.
  • VCSA will notify the Early Learning Center

4. Saturday Closing Announced Prior to School Day:
Decision Process
In the event of a snowstorm or other inclement weather Public Safety will notify the AVC for Facilities by 4:00 a.m. of campus, weather and road conditions including regional information.

The AVC for Facilities will notify the VCAF, the CAPS Assistant Dean, the Athletics Facilities Operations Manager and the Director of Campus Center and Events Services by 4:30 a.m. to inform them of the campus, road and weather conditions. The Emergency Manager and the Director of Marine Operations will be responsible for providing pertinent reports from MEMA and the National Weather Service to VCAF. The VCAF, the CAPS Assistant Dean, the Athletics Facilities Operations Manager and the Director of Campus Center and Event Services will then decide on campus open/closed status, usually by 5:00 a.m.

Notification Process of the Decision
• CAPS Assistant Dean will notify:
  o Associate Director of Media Relations, who will send a message out through the UMass Boston Alert system via text and email, will notify radio/TV stations, will update the university website, and will send messages out through Twitter and Facebook.
  o IT Telecom, who will put the message on the University main phone line
  o Mt. Vernon Street Office Building
  o Other pertinent sites
  o Assistant Vice Chancellor for Campus Services, who will notify:
     Director of Transportation Services, who will notify:
5. Saturday Closing Announced During the Day:

Decision Process

If during the course of the day weather conditions deteriorate the VCAF, the CAPS Assistant Dean, the Athletics Facilities Operations Manager and the Director of the Campus Center and Event Services, in consultation with Public Safety and Facilities, will determine the early closing time of the campus. The Emergency Manager and the Director of Marine Operations will be responsible for providing pertinent reports from MEMA and the National Weather Service to the VCAF. Every effort will be made to make the decision regarding campus open/closed status prior to 1:00 p.m.

Notification Process of Decision

- CAPS Assistant Dean will notify:
  - Associate Director of Media Relations, who will send a message out through the UMass Boston Alert system via text and email, will notify radio/TV stations, will update the university website, and will send messages out through Twitter and Facebook.
  - IT –Telecommunications, who will put the message on the University main phone line.
  - Mt. Vernon Street Office Building
  - Other pertinent sites.
  - Assistant Vice Chancellor for Campus Services, who will notify:
    - Director of Transportation Services, who will notify:
      - Campus Bus System Manager(s)
      - JFK Library
      - EMK Institute
    - Campus Center and Event Services, who will notify:
      - hosts of planned events
    - Dining Services
    - Boston Teacher’s Union
    - Massachusetts Archives
6. **Sunday & Holiday Closing:**

**Decision Process**
In the event of a snowstorm or other inclement weather during the night and/or evening hours, Public Safety will contact the AVC for Facilities by **4:00 a.m.** of campus, weather and road conditions including regional information. The Emergency Manager and the Director of Marine Operations will provide the AVC for Facilities with relevant weather reports from MEMA and National Weather Service.

The AVC for Facilities will contact the VCAF, the Athletics Facilities Operations Manager, and the Director of Campus Center and Event Services by **4:30 a.m.** and inform them of the road and weather conditions. The VCAF, the Athletics Facilities Operations Manager and the Director of Campus Center and Event Services will then make the decision regarding campus open/closed status, usually by **5:00 a.m.**

**Notification Process**
- Emergency Manager to notify:
  - Associate Director of Media Relations, who will send a message out through the UMass Boston Alert system via text and email, will notify radio/TV stations, will update the university website, and will send messages out through Twitter and Facebook
  - IT – Telecommunications, who will put the message on the University main phone line
  - Assistant Vice Chancellor for Campus Services, who will notify:
    - Director of Transportation Services, who will notify:
      - Campus Bus System Manager(s)
      - JFK Library
      - EMK Institute
    - Director of Campus Center and Event Services, who will notify:
      - Hosts of planned events
      - Boston Teacher’s Union

**Section B: Emergency Closures**

**Types of Emergencies**
Under the University’s all-hazards Emergency Operations Plan (EOP), there may be a need for campus closure due to causes other than severe weather. For example, a utility outage, criminal act, hazardous materials spill, or other type of campus, city, or regional emergency could warrant evacuation and/or campus closure. The EOP specifies that the senior campus responder from the appropriate department is considered the Incident
Commander. When an emergency occurs, the Incident Commander must assess the level of the emergency and determine the appropriate course of action.

Monitoring Phase
Prior to a campus emergency, during what the EOP refers to as the Monitoring Phase, a member of the Emergency Management Leadership Group will notify the Chief of Staff, VCAF, VCSA and Provost of any potential threat that could quickly escalate and become a campus emergency. Although no immediate campus closure would be required at this time, there would be a discussion and assessment of the threat and a determination of potential future response actions. This could occur for any event that would provide notice, such as an emerging cyber-threat targeting higher education institutions, a spreading pandemic, or any serious issue occurring at other similar campuses. This also occurs in the case of weather emergencies such as hurricanes and blizzards.

Emergency Response Phase – Decision Process
When a campus emergency occurs, the Incident Commander must determine its seriousness and notify a Policy Group representative (Chief of Staff, VCAF, VCSA or Provost) if the emergency exceeds the capabilities of one department and requires a broad, campus-wide response. If the Policy Group declares a Campus Emergency, the resources of the campus Emergency Response Team and Emergency Operations Center would be activated as appropriate.

During a Campus Emergency, the Incident Commander and specified Policy Group representative (Chief of Staff, VCAF, VCSA or Provost), for reasons of safety and security, may make the decision to close the campus before the full Policy Group is able to gather.

Notification Process of Decision
If the campus is closed, notifications will follow those listed under Section A for inclement weather closures. If there is a need for an immediate evacuation, the UMass Boston Alert System will be used per the UMass Boston Alert System Policy.

In case of a Campus Emergency, the Policy Group will gather within fifteen minutes of the initial declaration, either by conference call, in person at a safe location on campus or downtown at the System Office. The System Office will be notified of any Campus Emergency declaration. Once a Campus Emergency has been declared, the Incident Commander or his/her representative must notify the Emergency Manager to assist with resources and staffing needed.

Internal notifications to Policy Group and Emergency Response Team members should make clear the following:
Nature and impact of emergency
Identity of the Incident Commander
Identity of the Public Information Officer (PIO) on duty
Location of the Incident Command Post
Location of the Emergency Operations Center (if activated)
Next steps warranted
Time of next conference call or meeting

ANNOUNCEMENTS:

The UMass Boston Alert System will communicate closure via text and email. To sign-up for the UMass Boston Alert System please go to https://www.getrave.com/login/umb.

University Website – The UMass Boston website, http://www.umb.edu, will contain campus open/closed status. Closures will be indicated with a banner. Additionally, there is a “Campus Status” link at the bottom of the home page.

UMass Boston Smartphone Application – Downloadable for both Apple and Samsung devices, the app will carry campus open/closed status.

UMass Boston Main Switchboard number (617) 287-5000 – will carry a voicemail announcement which carries campus open/closed status.

Radio and Television Stations - will carry UMass Boston announcements starting at 5:30 a.m. Following is a list of stations that will carry this message. You can also visit the websites for the following stations.

- WUMB FM (91.9)
- WBZ TV (Channel 4)
- WCVB (Channel 5)
- WHDH (Channel 7)
- FOX (Channel 25)
- NECN
- WBUR (96.7 FM)

Twitter - https://twitter.com/UMassBoston

Facebook - https://www.facebook.com/umassboston

Please do not call Public Safety. Their lines must remain open in the event of an emergency.
ANNOUNCEMENTS - WHAT THEY MEAN FOR UMASS BOSTON OPERATIONS:

Evacuation
- For your safety, you must leave the campus immediately.
- Only those authorized by Public Safety may be on campus.
- Parking gates are lifted for emergency campus evacuation only. Parking gates are not lifted for early dismissal.

University Closed / Classes Canceled
- The UMass Boston campus, 100 Morrissey Boulevard, 150 Mount Vernon Street classes and events canceled for the day and evening.
- All offices, including 150 Mount Vernon Street are closed.
- Healey Library closed.
- Designated essential personnel to report at scheduled time.
- Normal campus operations will resume at 7 am the next morning, unless otherwise indicated.

Delayed Opening / Late Opening / Early Morning Classes and Morning Events Canceled
- Staff will report at 10:00 a.m.
- UMass Boston campus locations at 100 Morrissey Boulevard and 150 Mount Vernon Street will open for classes and events at 11:00 a.m.
- Designated essential personnel to report at scheduled time.
- Always use sound personal judgment when determining your commute to campus.

Evening Classes Canceled / Early Dismissal
- UMass Boston campus locations at 100 Morrissey Boulevard and 150 Mount Vernon Street classes and events beginning at or after 4:00 p.m. or in progress at 4:00 p.m. are canceled.
- Designated essential personnel will work their scheduled hours and all other faculty, staff, students and visitors must leave by 4:00 p.m. unless otherwise notified.
- Parking lots operate normally for one hour after closing.
- Normal campus operations will resume at 7:00 a.m. the next morning, unless otherwise indicated.
- Always use sound personal judgment when determining your commute to campus.
OTHER ISSUES

- **Parking on Campus** – No overnight parking will be allowed during the period of November 1\textsuperscript{st} – April 1\textsuperscript{st}. Cars that remain on campus will be subject to ticketing and towing. Should you have an extenuating circumstance you must call Public Safety to discuss your situation with them. It is imperative that you honor this policy to insure that we can adequately plow our lots.

- **Transportation** –
  - In the event of an early closing or late opening, the shuttle will continue to operate its normal service for two hours after the closing or before the delayed opening, weather and road conditions permitting. After the two hour window, one shuttle bus per Route #1, #2 and #3 will continue to operate as per the normal hours of operation, weather and road conditions permitting.
  - The UMass Boston shuttles between the campus, JFK station and the Bayside Lot will continue to operate even though classes may be canceled.
  - Be advised that weather and road conditions may cause delays.

- **Classes at other locations** – Class cancellations at other locations due to weather conditions will follow local school decisions and will be announced on local radio stations in communities where sites are located, and will be posted to the College of Advancing and Professional Studies (CAPS) website at http://www.umb.edu/academics/caps.

- **Athletic Events** - Before making any request to hold an athletic event later in the day or evening when the campus has been closed, Athletics staff will confer with Public Safety and Facilities to ensure that campus roads and parking areas are passable. Remember that when the campus is closed some functions like food service will not be available.

Individuals responsible for areas such as athletics or special events may put a message on the University’s website www.umb.edu and University main phone number (617) 287-5000 concerning information related to particular events or hours of operation.
• Meetings, Conferences and Events -
If the University closes all scheduled meetings, conferences and events will be cancelled. When possible, the Campus Center and Event Services staff will make every effort to contact individuals planning large conferences or special events to notify them of the closure. Campus closures may also delay the set-ups for events taking place the morning following a closure. If an event planner has signed a contract for a conference or special event, the university will work with you to schedule a new event date or void your event agreement.

For specific information about events scheduled to occur on campus, visit the UMass Boston website at www.umb.edu or contact the Campus Center and Event Services Office directly at (617) 287-4800

• Early Learning Center –
The Early Learning Center at 2 Harbor Point Boulevard will be closed during the same time period as the Campus closure. If there is an early dismissal the Early Learning Center will arrange with the parents for pick-up times.

• Telecommuters –
Staff telecommuting please refer to the telecommuting policy: https://www.umb.edu/editor_uploads/images/hr/Telecommuting_Policy_6_30_2015.pdf

• Commonwealth of Massachusetts and City of Boston –
  o The Governor is authorized by state law to declare a Gubernatorial State of Emergency (SOE). A SOE may be accompanied by a request by the Governor to release employees early or to stagger arrival at work. Such actions are usually in the form of a request, not an order.

  If the Governor declares a SOE or makes a decision to close state government or the Executive Branch, the University will take this decision into account while determining the plan for the campus.
The Mayor has the authority to call a snow emergency for the City of Boston. Depending on the severity of the storm, the Mayor also has the authority to release city employees early, to stagger arrival to work or to close city businesses for the day for non-essential personnel.

If the Mayor declares a snow emergency for the City of Boston and shuts down city government, the University will take this decision into consideration while determining the plan for the campus.

**Definitions:**

- **Evacuation**
  The campus is evacuated for a “confirmed threat to the campus community.” Parking gates are lifted to expedite evacuation.

- **Confirmed Threat to the Campus Community**
  A significant emergency or dangerous situation involving imminent or immediate threat to the health or safety of the campus community, occurring on or immediately adjacent to the campus. Extra buses will be available.

- **Early Dismissal**
  An early dismissal is issued for closures that do not require immediate emergency evacuation of the campus but rather an early closing requiring a controlled release. This is not an emergency campus-wide evacuation; parking lots operate normally.

**Oversight Department:** Vice Chancellor for Administration & Finance

**Responsible Party within Department:** Emergency Manager

**Monitoring:**

Quarterly Evacuation and Emergency Closure Reports are prepared by the Office of Emergency Management and Business Continuity.

After Action Reports are prepared by the Office of Emergency Management and Business Continuity within 30 days of the disruption. They include major storms and emergencies.

**Authority:** Clery Act, DOC. T99-060, Passed by the UMass BOT 8/4/99, revised 12/14/11. University of Massachusetts Emergency Management and Business Continuity and Planning Policy
Related Documents:
UMass Boston Alert System Policy, FY13-A&F-004-01
Evacuation Policy, FY13-A&F-005-01
Continuity Planning Policy, FY14-A&F-006-00