

## OFFICIAL SEVERE WEATHER POLICY

Pitt-Bradford's general severe weather policy is to remain open, except in the most extreme circumstances. University faculty, staff and students are urged to use their own discretion in deciding whether they can safely commute to class or to work. Faculty are advised to be as accommodating as is reasonable when students miss class because of severe weather conditions.

Public announcements will be communicated to area radio stations for broadcast regarding any official closures or delays no later than 6:15 a.m. If severe weather commences later in the day, public announcements of class cancellations or campus closure will be made as quickly as possible. Information on weather-related cancellations will be placed on the University home page ([www.upb.pitt.edu](http://www.upb.pitt.edu)). Information on weather-related cancellations will also be communicated using the University's Emergency Notification System by voice messaging, text messaging, or both, depending on the subscriber's preference.

When conditions appear to be extreme, the following procedures will be followed:

- By 4:00 a.m., the Campus Police and Safety duty officer (who will have monitored the weather conditions during the night) will call the Director of Campus Police (Chief) at home to advise him/her of the extreme conditions. The duty officer will also monitor reports throughout the area in order to assess the conditions. The Chief will come to campus to observe the situation and review the officer's report.
- By 4:30 a.m., the Chief will call the Director of Facilities Management and advise him/her of the conditions. If required, a crew will be called in at that time for snow removal or other necessary action (unless they have already been contacted earlier).
- By 5:00 a.m., the Director of Facilities Management will advise the President of the severity of the weather and conditions of area roads.
- The President will then notify all cabinet officers, including the Executive Director of Communications and Marketing, regarding a decision to (a) remain open; (b) cancel morning classes only; (c) cancel morning and afternoon classes; (d) cancel all classes, including evening; (e) in the most severe situation, close the university.
- The Executive Director of Communications and Marketing will send an email to campus faculty, staff and student distribution lists to make announcement of closing and cancellation decisions.
- The Executive Director of Communications and Marketing also will announce a closing and/or cancellation on the University's Facebook, Twitter and Instagram pages.
- The Executive Director of Communications and Marketing will call area radio and television stations to make announcement of closing public by 6:00 a.m.

Radio stations are:

- WESB/WBRR-FM Bradford
- WQKY-FM/WLEM Emporium/St. Marys
- WJTN,WKSN, WHUG Jamestown
- WWSE-FM,WXFX-FM Jamestown
- KISS-FM Jamestown
- WFRM - Coudersport
- WBYB-FM Kane and Olean
- WHKS-FM Port Allegany
- WDDH-FM Ridgway
- WXMT-FM Smethport and Olean

- WKBI St. Marys
- WRRN Warren
- WPIG-FM/WHDL Olean
- WMNS/WMXO-FM Olean
- WQRT-FM/WGGO Salamanca
- WVTT Olean and Smethport
- WPSU-FM – State College/Bradford patch (Information is passed to their TV station)
- WQRW Wellsville, N.Y.
- WGWE Salamanca, N.Y.

Television stations are:

- WGRZ – Ch. 2 – NBC – Buffalo
- WIVB – Ch. 4 – CBS – Buffalo
- WKBW – Ch. 7 – ABC – Buffalo
- WICU – Ch. 12 (35) – Erie
- WPSU – Ch. 3 – PBS – State College
- WSEE – Ch. 35 – CBS – Erie

- Sample announcement:

Scenario #1: regular class cancellation

“All classes at the University of Pittsburgh at Bradford are canceled for today, Tuesday, February 1. Students are not required to be on campus. All offices and buildings are open, however, and employees are expected to report to work if possible.”

Scenario #2: campus closure: state of emergency, roads closed, very severe situation

“The University of Pittsburgh at Bradford is closed today, Tuesday, February 1. Students, faculty, and NON-ESSENTIAL staff are not required to be on campus. All offices are closed. However, ESSENTIAL staff are expected to report to work.”

- In the event the Executive Director of Communications and Marketing is unreachable, the President will call the Assistant Director of Communications and Marketing.
- Essential services, which are comprised of dining services, facilities management, campus safety and security, should report to work unless otherwise advised.
- In the event of severe weather conditions moving in during the day, a similar, timely decision-making and notification process will be followed.
- The Communications and Marketing Office will provide Campus Police and Safety with standard written advisories for such occasions, which they may use for phone calls they receive.
- For information on weather-related cancellations at off-campus sites, calls should be made to the respective community education council or other host site.