

## Weather and Emergency Notifications

The following are actions which may be taken in cases of environmental or weather conditions. Note that:

- Notifications will be posted to the Emergency Alert System, my.pratt.edu and our phone-in notification system.
- Separate notifications will be issued for **CLASSES** (Faculty and Students) and for **OFFICES** (All other employees).
- All actions shall apply equally to the entire Brooklyn and Manhattan Campuses unless otherwise specified.

### **CLASSES** (applies only to Faculty and Students in affected classes)

#### **1. Delayed Start:**

This notification shall mean that the “start” time of all credit and non-credit bearing classes shall slip to the specified delay time. This notification shall not effect the “end time” of any classes, and may effectively shorten the length of some classes.

All classes with “start” times on or after the specified delay time shall follow their normal timeframes. All classes with an “end” time on or before the specified delay time shall effectively be cancelled.

A delayed start only affects students and faculty members assigned to shortened or cancelled classes. All other institute personnel shall follow separate notifications related to **OFFICES** (below).

Faculty members shall work with their students in cases of delay(s) to appropriately insure that the semester’s course content is not adversely affected.

#### **2. Cancellation:**

This notification shall mean that as of a specified time (and only through the end of that calendar day) or for an entire calendar day(s); all credit and non-credit bearing classes shall be cancelled.

Any class which overlaps a specified cancellation time, shall follow its normal “start time”, and end at the specified cancellation time.

All classes will meet at their normal times the following calendar day unless additional cancellation notices are issued.

Class cancellation only affects students and faculty members assigned to classes during the cancellation period. All other institute personnel shall follow notifications related to **OFFICES** (below).

Faculty members shall work with their students to make-up class time to appropriately insure that the semester’s course content is not adversely affected.

**OFFICES** (Applies to all Institute employees, including Library faculty)

**1. Closing:**

Unless otherwise specified, the closing of the Institute will cover both the Brooklyn and Manhattan campuses and all buildings on campus. The closing will be for an entire single calendar day, unless specified otherwise. All classes and scheduled events shall be cancelled unless specified otherwise. Campus closings will not apply to residential and dining facilities unless otherwise specified.

All employees, except for “essential personnel” will be excused from work in the event of a closing. It is the responsibility of directors, managers, and supervisors to inform employees and clarify their status as “essential personnel.”

**2. Early Closing**

In the event of weather or other emergency during the workday, the protocols described above regarding the decision to close and notification of employees shall be followed. “Non-essential” employees will be excused from work as of the time specified in the announcement. The early closing will apply to both campuses, and all buildings, and all events, unless otherwise specified.

**3. Delayed Arrival**

In the event of weather or other emergencies that interfere or delay employees’ work commutes, the Institute will continue to open at the usual time. However employees will be excused for their delayed arrival resulting from the weather or other emergency.

END OF PROCEDURES