

November 19, 2007

To: Provost, Executive Vice President and Treasurer, Vice Provosts, Vice Presidents, Deans, Directors, and Heads of Schools, Divisions, Departments and Offices

From: Joseph D. Mikesell, Interim Vice President for Physical Facilities

Re: Announcements for Snow Recess and Severe Weather Emergency

During periods of adverse weather conditions, the normal operations of the University may be modified or curtailed. Under severe conditions, either a Snow Recess or a Severe Weather Emergency may be declared for the West Lafayette Campus, and special policies and procedures dealing with parking, pay, and/or attendance will become effective. These policies and procedures are outlined in Executive Memorandum No. C-35, Policy Relating to Adverse Weather Conditions, West Lafayette Campus, dated December 12, 1994.

The conditions under which a Snow Recess or a Severe Weather Emergency will be declared and the announcement that will be made in each case are described below:

Snow Recess:

During periods of heavy snowfall, all staff and students are encouraged to utilize the various parking garages and CityBus to facilitate the clearing of snow from surface lots.

When the snow accumulation progresses to the point where most roads and streets are virtually impassable, it may be necessary to suspend classes and/or routine operations of the University. This will constitute a "Snow Recess."

The President of the University or, in her absence, the Executive Vice President and Treasurer and the Provost jointly, will make a decision to declare a Snow Recess.

When a Snow Recess is declared, classes will be suspended and most staff will be requested to leave the campus and/or not report for work until further notice. Some personnel (essential personnel) will be required to stay on campus for all or part of the duration of the Snow Recess in order to insure the continuing operation of the University at the minimum necessary level. Information on specific pay practices for a Snow Recess will be distributed to departments by the Department of Human Resource Services.

"Essential Personnel" would include, but not be limited to, key personnel in the residence halls, Student Health Center, Food Stores, Physical Facilities, Purdue Memorial Union and Transportation Services. Each department head will designate essential personnel in his/her department.

Emergency housing and meal facilities will be provided at University expense to those who are required to remain. Each department will be responsible for reimbursing the Purdue Memorial Union or other facilities providing housing and/or meals.

Severe Weather Emergency:

When existing or predicted low temperatures and wind conditions are such as to pose a severe health threat to students walking to and from class, a Severe Weather Emergency may be declared by the President of the University or, in her absence, jointly by the Executive Vice President and Treasurer and the Provost.

When a Severe Weather Emergency has been declared, classes will be suspended. However, because most employees have short walks from the parking lots or garages to their building, all University employees who can do so safely should report to work. Those who do not report to work when scheduled will be required to use vacation (if available) or leave without pay.