



MEMORANDUM

Date: November 2, 2016
To: College Presidents and Graduate School Deans
From: Howard Apsan
Re: Weather-related Closure Policy

CUNY is committed to keeping its campuses open despite inclement weather. From time to time, severe winter storms and other emergencies may warrant closure of one or more campuses. The following is a brief summary of CUNY's weather-related closure policy.

When New York City public schools remain open, CUNY campuses and administrative offices will remain open. When New York City public schools close, campuses and administrative offices that are readily accessible by subway should still remain open. In case of extraordinary circumstances, Presidents of these campuses may decide to close after consultation with me or with or with Burt Sacks if I cannot be reached. In the case of campuses outside of Manhattan and/or not directly accessible by subway, i.e., Bronx Community College, Lehman College, The College of Staten Island, Medgar Evers College, Brooklyn College, Kingsborough Community College, Queens College, Queens borough Community College, and York College, the decision to close is at the President's discretion.

CUNY Alert should be used to inform the college community of any closures. Closure information should also be posted on the campus website. To ensure that this information is transmitted to the widest possible audience, including television, radio, and social media, along with www.nyc.gov and 311, closures must also be reported into www.cuny.edu/advisory prior to 6:00 AM by you or your DESIGNEE. All external outlets will be advised of the closings no later than 6:30 AM. Notice will also be posted to www.cuny.edu and on CUNY's Facebook and Twitter sites.

It should be noted that even during campus closures, employees designated as "essential staff" must still report to work. And because emergencies are often unpredictable, we ask you each year to submit updated contact information for the primary and secondary campus designees who may act on your behalf if you are unavailable during an emergency. The current list is attached.

Please share this policy with the appropriate personnel on your campus, submit the updated emergency contact information to me by November 15, 2016, and let me know if you have any questions or would like additional information on winter storm preparedness.

Thank you.

cc: Chancellor Milliken
Cabinet
Administrative Council