# MASSART - POLICY:

**INCLEMENT WEATHER NOTIFICATION**

**Policy Sponsor (V.P. Administration & Finance) Reviewed: (11.7.2023) Updated (11.7.2023)**

**Inclement Weather Notification Policy**

**Purpose:** To provide critical information to the MassArt community for weather-related events, as well as to facilitate communication and information to members of the MassArt community for closing the college and canceling classes due to severe weather emergencies.

**Protocol:** When the college makes the decision to close due to weather-related events, announcements go out to both the internal and external community. The following protocol will be followed:

1. It is the responsibility of the Vice President for Administration and Finance (A&F), in conjunction with the Assistant Vice President (AVP) of Facilities Management and the Director of Public Safety, to determine if weather or emergency conditions exist that make it advisable to close the college. This team will consult with the Vice Presidents for Academic Affairs and Student Development to determine the impact on student programming, classes (day and evening), lectures, openings, and/or programming - on or off campus, and make a recommendation to the President. The final decision will be made by the president.
2. For the cancellation of day classes and administrative offices, whenever possible, the decision will be made no later than 5:15 a.m. For the cancellation of evening classes, whenever possible, the decision will be made no later than 1:00 pm.
3. In the event that inclement weather is forecasted and there is a campus event or reception scheduled, it is the responsibility of the Vice President of Academic Affairs, Vice President for Student Development, Vice President of Advancement, and the Director of College and Visiting Events to consult and engage with the Closure Team to coordinate a response. For the cancellation of evening events, whenever possible, the decision will be made no later than 1:00 pm. The Closure Team consists of the Vice President of Academic Affairs, Chief of Staff, Executive Director for Marketing & Communications.

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1. The AVP for Facilities Management and the Director of Public Safety will:
	* Listen to/obtain the most recent weather/emergency forecast and advisory.
	* Check driving conditions.
	* Determine if public transportation is being adversely affected.
	* Determine what other area institutions are doing including the City of Boston and Boston Public Schools.
	* Review the most recent COF Situational Awareness Bulletin.
2. If a cancellation or delay is warranted, the AVP of Facilities Management and the Director of Public Safety will coordinate any necessary communication to the campus community regarding building access and shuttle service.

Note that when the college is closed, there is no access to the campus buildings by

anyone, except “essential” employees.

1. Public Safety will send an all-campus email/text announcement through the Emergency Notification System (RAVE).
2. The AVP of Facilities Management will report MassArt’s closing or delay to the following local broadcast stations:
	* Radio: WBZ (1030 AM) and WRKO (680 AM)
	* Television: WBZ (CBS 4), WCVB (ABC 5), WHDH (NBC 7), WFXT (FOX 25)

The AVP of Facilities Management will contact the Marketing/Communications to change/update the college’s website at MassArt.edu. Following is a sample text to be used for the web and email communications for delayed start/opening:

Full Day Closure

Headline: Weather Advisory on {insert date}

MassArt will be closed on {insert date} due to inclement weather No classes, studios, or building access

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**Early Release**

Headline: MassArt Closing at {insert time}

On {insert date} date, the College will close early due to inclement weather No classes, studio, building access will be held after {insert time}

An example email announcement would include:

“Due to inclement weather day and evening classes and studios will be closed Monday, February 12, 20 . All offices are closed, student health services are closed and the student shuttle service is suspended. The cafeteria will remain open for students on campus. If you need any assistance please contact Public Safety at 617-879-7810.”

1. When the college reopens, Marketing/Communications will make the necessary changes to the college’s website at [MassArt.edu.](http://massart.edu/)

## Cancellation/Closure Types:

* + Hard Closures with no access to campus buildings, offices closed, no studio access (with the exception of essential personnel).
	+ Classes canceled, offices are closed, with studios open depending on weather conditions and staffing.
	+ Day Classes and Studios canceled and offices closed, but evening classes and studios may be open depending on weather conditions and staffing.
	+ Delayed opening……Depending on the timing of the weather event, it may be possible we will delay the official opening of the campus. This often happens

if we get a storm the night before that causes MBTA delays and/or street clearing in the area.