

MASSART

Inclement Weather Notification Policy

Purpose: To provide the MassArt community with critical information regarding weather related events and to communicate college closures or class cancellations due to and during severe weather emergencies.

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

1. It is the responsibility of the Vice President (VP) 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 group will consult with the VPs for Academic Affairs and Student Success and Enrollment Management 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 to close the College will be made by the President, or in their absence, the VP of A&F.
2. Whenever possible, the cancellation of day classes and closing of administrative offices will be made no later than 5:15 a.m. on that day. For the cancellation of evening classes, the decision will be made no later than 1:00 pm whenever possible
3. In the event that inclement weather is forecasted and there is a campus event or reception scheduled, it is the responsibility of the VP of Academic Affairs, VP for Student Success and Enrollment Management, VP of Advancement, and the Director of Conference and Events Service 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 the same day, no later than 1:00 p.m. The Closure Team consists of the Vice President of Academic Affairs, Chief of Staff, Vice President for A&F, and the Chief Marketing and Communications Officer.
4. 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 of the most recent COF Situational Awareness Bulletin.
5. If a cancellation or delay is warranted, the AVP of Facilities Management, the Chief Marketing and Communications Officer, and the Director of Public Safety will coordinate any necessary and approved communication to the campus community regarding building access and shuttle service.

MASSART

Inclement Weather Notification Policy

Note that when the college is closed, there is no access to the campus buildings by anyone, except “essential” employees as defined by the AVP of Facilities Management and the VP of A&F.

6. Public Safety will send the approved all-campus email/text announcement through the Emergency Notification System (RAVE).

7. 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, post on MassArt Connect, and share on official social media channels. Following is a sample text to be used for the web, social, 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.

There will be no classes, studios, or building access.

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 available after {insert time}.

An example email announcement would include:

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

8. When the college reopens, Marketing/Communications will make the necessary changes to the college’s website at MassArt.edu, social media, and MassArt Connect

Cancellation/Closure Types:

- Hard Closures with no access to campus buildings, offices closed, no studio access (with the exception of essential personnel).

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- 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 that the College delays the official opening of the campus. This often happens if there is a storm the night before that causes MBTA delays and/or street clearing in the area.

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