

Date: November 16, 2015
To: University Community
From: Mark Hatt, CBO
Re: Snow Days, Cancellation of Classes, and Winter Parking Regulations

How and when is the decision made to cancel or delay the start of day classes and work?

As a general policy, the University makes every effort to keep classes and offices open regardless of weather. At times though, severe weather conditions may cause the campus to close for part or all of a day. Classes and work are cancelled or delayed only when extreme weather conditions exist over a broad area of the region.

Generally, these conditions include:

- Significant deterioration of the safety of campus roadways and sidewalks; and/or
- Significant travel impediments of the primary roads in the region to the extent that it prohibits a major portion of the students from being able to attend class.

When one or both of these conditions are in place, the campus leadership will determine the length of any closure or delayed opening by assessing weather forecasts and the ability of campus and highway departments to respond.

Please note that the Murdock Fitness and Aquatics Center will determine whether to open or not by 5:15 a.m. for weekdays. If the Murdock Fitness and Aquatics Center determines not to open at 5:30 a.m. and UMM opens at regular time (8:00 a.m.), the Murdock Fitness and Aquatics Center will open with UMM. If there is a delayed open when classes are cancelled, the Murdock Fitness and Aquatics Center will open with UMM. Please call the Murdock Fitness and Aquatics Center at (207) 255-1404 or check the Facebook page at The Fitness Center at UMM for opening times.

If day classes or work are to be delayed or cancelled, the President will make that final determination by 6:00 a.m.

That information will be available by 6:15 a.m. in several ways.

1. A notice will be sent out on e2campus
2. A recorded message will be available at UMM's campus closing extensions at 255-1395
3. A notice will be posted on UMM's web site at machias.edu
4. Broadcast television stations WLBZ2, WABI 5 and WVII 7, and numerous regional radio stations will be contacted
5. An email will be sent using the campus and student listserves

Sign up for e2campus, UMM's emergency notification system. Registration is quick and easy and ensures that you receive emergency alerts via e-mail and/or text message to your mobile phone. Sign up at www.machias.edu/e2campus.

A decision to cancel evening classes will typically be made by 1:00 p.m. This information is made available in several of the same ways as for day classes or work. If UMM cancels evening class, the Murdock Fitness and Aquatics Center will determine whether to close or not. Please call the Murdock Fitness and Aquatics Center at (207) 255-1404 or check the Facebook page at The Fitness Center at UMM for opening times.

What happens if classes or work are delayed, but not cancelled?

The announcement will state the time at which classes and work will begin. Our normal course schedule will be followed for the rest of that day. If your class is scheduled to start and end before the delayed opening time, it is cancelled. If your class is in progress as of the opening time but there is only 30 minutes or less left, it is cancelled too. If your class is in progress as of the opening time and there is more than 30 minutes left for the class, then the class will start at the delayed opening time and end as usual.

What about days when UMM operates on a normal schedule despite inclement weather conditions?

Students, faculty, and staff must use their own judgment as to whether inclement weather conditions prevent them from attending classes or work. You should not knowingly jeopardize your safety to travel on dangerous and unsafe roads or to travel when the state police advise against it. Conversely, you should not use the weather as an excuse to avoid travel to the University when actual weather and road conditions do not prevent safe travel.

If the University is open and a faculty or staff member is unable to attend work because of inclement weather, it is your responsibility to notify your supervisor or division chair to cover the vacancy. Supervisors and division chairs should plan for this coverage in advance.

Instructors should be accommodating to students who are not able to attend due to weather conditions.

UMM offers an Overnight Housing Package for commuter students who need a place to stay during inclement weather. The package is \$30 and includes one overnight room with linens. Student may purchase meals in Kilburn Commons. For more information contact Residential Education and Commuter Life at 255-1209.

Winter Parking Regulations:

Vehicles parked in violation of UMM's winter parking regulations may be towed at the owner's expense. Effective November 15, 2015 to March 30, 2016, including weekends, breaks, and holidays, no parking is allowed on the sides of any campus road or in the major parking lots (Torrey Hall, Reynolds Center, and Powers Hall) between the hours of midnight and 7:00 a.m. This does not include the residential lots (Dorward, Sennett or Soccer Lots). See winter parking maps posted around campus for more detail. ***Please note that it is your responsibility to move your vehicle. Vehicles that remain in the residential lots may be towed and you are responsible for the tow fee.***

Residential Student Winter Parking Regulations:

After a snowstorm a schedule for snow removal from residence hall parking lots will be announced by the Physical Facilities Department through Residential Education & Commuter Life no later than 5:00 p.m. Information will be posted in the entrances of each residence hall and Kilburn Commons, and an email sent to residential students. During class days, snow removal will be scheduled to start at 8:30 p.m. Vehicles can be moved to the Soccer Lot, Reynolds Center or Torrey parking lots. Students who are away from campus overnight for any reason without their vehicle should move it to the Reynolds Center dirt lot. Residential students will need to remove their cars from the Reynolds Center and Torrey parking lot by 7:30 a.m. the next morning. ***Please note that it is your responsibility to check the residence hall entries, Kilburn Commons, and/or your email for plowing information. It is your responsibility to move your vehicle. Vehicles that remain in the residential lots may be towed and students are responsible for the tow fee.***

Remember to register your vehicle:

machais.edu > Campus Life > Campus Security > Motor Vehicle Registration. Log in using your maine.edu email address and password. The UMM Parking Application form will be displayed. Please complete the form, agree to the terms, then click send.

Winter Safety Tips:

Be sure you have good tires, check for wear and inflation, and check your spare. Make sure your car battery is in excellent condition and that your headlights, taillights, and signal lights are all working. Carry a small shovel, a spare set of warm clothes, and a blanket in your vehicle. Remember to adjust your speed to the road conditions and match the flow of traffic. And, as always, buckle your seat belt. It is important to be prepared!

Have a safe and fun winter!