

St. Bonaventure University Procedures for Cancellation of Classes due to Severe Winter Weather:

1. Safety and Security officers assess campus roads and sidewalks. If more than 2" of snow has accumulated or if icy conditions exist then the Associate Director of Facilities for Maintenance will be immediately notified.
2. Maintenance workers report to work when directed by the Associate Director of Facilities for Maintenance and begin snow removal and salting.
3. The Safety and Security Dispatcher contacts the Cattaraugus County Sheriff's Department at 5:30a.m. for travel advisory information and/or road closings.
4. At 6:00 a.m. either the Associate Director of Facilities for Maintenance or the Associate Vice President for Facilities will contact the Director of Safety and Security to decide on a recommendation for class cancellation. This decision will be based on safety considerations of students and staff, and the ability of our Maintenance Department to keep up with snow and ice clearance. Additionally, the safety of commuter students, staff and faculty who must travel to campus over potentially hazardous roads will be considered.
5. If the recommendation is to cancel classes then the Director of Safety and Security will contact the Provost and Vice President for Academic Affairs who is the decision authority to cancel classes.
6. If the decision is made to cancel classes then notification will begin. Safety and Security will contact local radio stations and television stations via a pre-established reporting system. University Relations will send out a special notice board and a text message using the E2Campus notification system. Additionally, Safety and Security will initiate the phone tree roster from the Crisis Communication Plan which will ultimately result in all employees being notified. It is critical that all departments maintain updated phone tree rosters. Only essential employees will report to work to maintain basic services for our students. These include, but are not limited to, Aramark employees, maintenance employees, housekeeping employees, and safety and security employees. Directors and senior administrators will determine which employees are required to report for work. Every effort will be made to open the Richter Center, library and select computer labs for student use throughout the cancellation period.
7. If weather conditions deteriorate during normal work hours then the Associate Vice President for Facilities, the Associate Director of Facilities for Maintenance, and the Director of Safety and Security will meet to determine if a recommendation for class cancellation should be made. The basis for cancellation will ordinarily be for safety considerations of staff and commuter students who would have to travel over hazardous roads.