



University of Massachusetts Amherst
Vice Chancellor for Administration and Finance
Whitmore Administration Building
181 President's Drive
Amherst, MA 01003

MEMORANDUM

To: Deans, Directors and Department Heads

From: Joyce Hatch
Vice Chancellor

Subject: Emergency Campus Closure Policy - Staggered Departure Procedure

Date: January 10, 2007

In the payroll check or advice you will receive tomorrow, a copy of the Staggered Departure Procedure (attached for your information) will be included. The procedure is similarly being sent to all faculty and employees.

All department heads, directors, supervisors and managers should familiarize themselves with the Staggered Departure Procedure to oversee its use in your departments and offices. Please post a copy of the Staggered Departure Procedure in your departments and offices.

Effective January 11, 2008, the campus will implement a staggered departure procedure to assist in an orderly evacuation of the campus and help minimize the impact of the campus' closure on traffic in the greater Pioneer Valley region when the campus closes early during the day. The procedure provides rotating staggered release times for employees. When the campus closes early during the day, employees will begin to be released one hour before the official closing time in accordance with a defined rotation schedule which has been based on employee last name. The only exceptions to the early departure plan are for faculty and teaching associates/assistants who are scheduled to teach a class or administer an exam prior to the official closing time. Each early closure announcement will include the rotation number in effect for that day's closure. In addition, the schedule can be found on the emergency closing web page (www.umass.edu/closing).

If you have any questions or comments, please contact Ruth Yanka at ryanka@admin.umass.edu.

Attachment

Campus Staggered Departure Procedure When the Campus Closes During the Day

In order to assist in an orderly evacuation from the campus during a snow closure during the day, the following plan for a staggered departure from the campus will be followed.

All non-essential employees will depart campus based on the first initial of their last name in 20 minute increments beginning 60 minutes before the campus officially closes. The only staff exceptions to the early departure plan are for faculty and teaching associates/assistants who are scheduled to teach a class or administer an exam prior to the official closing time. The order will be changed for each early departure so that no one employee group is always first or last according to the following schedule:

LEAVE	Rotation 1	Rotation 2	Rotation 3	Rotation 4
60 minutes prior to official closure	A to D	R to Z	L to Q	E to K
40 minutes prior to official closure	E to K	A to D	R to Z	L to Q
20 minutes prior to official closure	L to Q	E to K	A to D	R to Z
At Official Closing Time	R to Z	L to Q	E to K	A to D

When the campus announces the official closing time for a closure during the day, a rotation number will be attached to the announcement through the phone tree, web page and emergency closing hot line. For example, "The campus is closing today at 2:00 PM, departures according to Rotation 1." A copy of this procedure can be accessed from the Emergency Closing Page (www.umass.edu/closing) by clicking on Staggered Departure Schedule.

The objective of the staggered departure is to provide an effective and timely departure procedure from the campus. Unless car pooling, employees who are not scheduled to leave early but chose to do so will have to take personal or vacation time. No compensatory or overtime will accrue to any employee based on their scheduled departure time under this plan.

Unless required for accidents or other emergencies, University Police will direct traffic at major intersections to insure the smooth flow of traffic. Clark Hill Road from Infirmary Way to Butterfield Drive will be closed to traffic during a snow event.

Employees can view real time traffic at Masstraveler.com (www.masstraveler.com/). This web site has traffic cameras at a variety of locations including along routes 9 and 116.