

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 Weather 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. 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. For carpoolers use the driver of the carpoolers last name as the rotation, employee's part of the carpool must notify their supervisor if they are leaving outside their rotation.

Unless required for accidents or other emergencies, University Police will direct traffic at major intersections to insure the smooth flow of traffic.