



## EVENING AND WEEKEND POLICY

Every effort will be made to make the decision for evening classes no later than 1 pm.

**Please note: If decision to cancel day classes is publicized, this does not mean evening classes are canceled.** Please check local media, the college's Web site or call 978.542.6000 after 1 pm for information regarding evening classes.

The decision to cancel Saturday classes will be made by 6 am if possible.

When the campus is closed, all weekend and evening activities are canceled.

Further information about cancelation of events will be available at the college's Web site or by calling the department sponsoring or running the event. It is NOT advised to rely on media outlets for this type of notice.

**PLEASE DO NOT CALL CAMPUS POLICE TO CHECK FOR COLLEGE CLOSINGS OR DELAYED OPENINGS. PHONES NEED TO STAY OPEN FOR TRUE EMERGENCIES. THANK YOU FOR YOUR COOPERATION.**

## TO LEARN ABOUT POSSIBLE COLLEGE CLOSINGS AND DELAYED OPENINGS

GO TO [SALEMSTATE.EDU](http://SALEMSTATE.EDU)  
CALL 978.542.6000

### TELEVISION

WBZ-TV Channel 4  
WCVB-TV Channel 5  
WHDH-TV Channel 7  
FOX Channel 25  
WLVI-TV Channel 56

### RADIO

WBOQ FM 104.9  
WBZ NewsRadio AM 1030  
WRKO AM 680

### DELAYED OPENING

Regardless of media reports, a delayed opening means classes and work begin at 11 am.



 Salem | STATE COLLEGE

# 2009-2010 SALEM STATE COLLEGE SNOW GUIDE



**Cancellation or Delay**

978.542.6000

For additional information please refer to Salem State TV screens located throughout the campus.

[saalemstate.edu/snow](http://saalemstate.edu/snow)

## FOR EMPLOYEES

### POLICY ON COLLEGE CLOSINGS DUE TO EMERGENCIES

Full policy available at [salemstate.edu/hr/collegetclosing](http://salemstate.edu/hr/collegetclosing)

In case of inclement weather or other emergency situations which requires closing of all or a portion of the college, the decision to close will be made by the president or designee. When an announcement is made to close the college, those individuals designated as essential personnel, unless otherwise notified by the administrative area supervisor, must work their scheduled tour of duty despite weather conditions or class cancellations.



See the back panel of this brochure to learn how you can find out about these announcements.

Students and employees who normally park on city streets are advised that, under certain circumstances, the City of Salem may post a parking ban even when the college is open. During these times, individuals should seek parking in college lots.

This policy covers delayed openings, early closings and cancellations when non-essential personnel are excused with pay.

After delayed opening, work will always resume at **11 am**, and classes will resume at the first scheduled class period after 11 am. Essential personnel must report to work at their regular reporting time or earlier if required by their administrative area supervisor; all other employees report to work at the time of re-opening.

Any employee who is not at work due to authorized vacation, sick, personal, bereavement, or other leave will NOT be granted excused time in place of that leave.

There may be occasions during inclement weather or other emergency situations when the college is open. If the college is open, all employees are expected to report to work or notify their administrative area supervisor that they are requesting to use available leave.

## FOR RESIDENT STUDENTS

### PARKING GUIDELINES FOR SNOW REMOVAL IN PARKING LOTS

#### PEABODY LOT

Approximately 40 parking spaces have been designated in Peabody Lot for RESIDENT STUDENTS ONLY. Spaces are clearly marked with signs and only these spaces may be occupied over night by resident students.

During a snowstorm, the majority of the lot will be plowed. After initial plowing, resident students are asked to move their cars to a cleared area in order to allow removal of snow from “resident only” spaces.

#### SOUTH CAMPUS LOT

During a snowstorm, a section of the South Campus lot will be plowed so that Bates residents may move their cars to a cleared area. The remaining area of the lot will then be plowed to accommodate daily parking needs of South Campus.

#### CENTRAL CAMPUS RESIDENCE HALL LOT

Resident students will be notified when plowing will occur in the Central Campus Residence Hall lot. Upon notification, students can either move their cars to the front of the central lot by the Bertolon School of Business or to the O’Keefe Sports Center lot (in designated resident student spaces). Any car parked in the incorrect location will be ticketed and towed. After plowing, resident students are asked to move their cars back to the resident student spaces next to the residence hall.

#### O’KEEFE SPORTS CENTER LOT

“Resident student overnight” (11:30 pm – 6 am) parking spaces have been designated for any resident student who cannot find a resident space in the Peabody or Central Campus Residence Hall lots. In the event you cannot find a spot in the above lots and you are parking overnight, park in the O’Keefe spaces designated for resident students. During a snowstorm the majority of the lot will be plowed, and resident students are asked to move their cars to a plowed area in order for the ‘resident only’ spaces to be plowed.

#### OVERNIGHT VISITORS

Any overnight guests must register their vehicle with campus police and display a temporary parking permit on dash board. All guests must park in the RESIDENT STUDENT OVERNIGHT spaces in the O’Keefe lot. Decals or temporary passes are NOT required between Thursday 9 pm and Sunday 6 am.

## FOR SALEM RESIDENTS

### PARKING PROCEDURES DURING SNOW EMERGENCIES

When the college is closed during a snow emergency, the college will offer temporary on-site parking to city residents in designated parking areas at the O’Keefe Sports Center only.

Residents living in South Salem must register their vehicle at the Salem State College Campus Police office on Loring Avenue to obtain the appropriate visitor parking permit. This office is open from 8 am–4 pm, Monday–Friday.

The permit will be good for the entire winter season and must be displayed on the dash board at all times while parking in a college lot during snow emergencies.

City residents are permitted to park only in the area designated by signs indicating ‘during snow emergency municipal permit parking only’ at the O’Keefe Sports Center lot near the Lussier Street end of the lot.



Vehicles not displaying permits or parked outside of designated area are subject to parking citations and towing at owner’s expense. **All vehicles must be removed from college immediately following cancellation of the snow emergency (weekends included), or they will be towed at owner’s expense.**

Salem State College assumes no responsibility for damages to any vehicle or its contents by reason of fire, theft, vandalism, accident, or other cause, and all parking is at owner’s risk.

Any questions, please call the Salem State College’s Campus Police Traffic Division at 978.542.7341 or {main number} 978.542.6511.