

**UNIVERSITY OF CONNECTICUT
STAMFORD CAMPUS
EMERGENCY CLOSING GUIDELINE
2007-2008**

**IMPORTANT INFORMATION
PLEASE READ CAREFULLY AND INSTRUCT STUDENTS APPROPRIATELY**

Decisions to delay opening the campus and/or alter class schedules because of adverse weather or emergency conditions will be made by the AVP and/or Director of Administration and External Affairs.

- If a decision is made to delay opening to cancel classes, announcements will be made on the following radio stations: WICC 600 AM; WEBE 108 FM; WREF 850 AM; WLAD 800 AM; WDAQ 98.3 FM; WGCH 1490 AM; WELI 960 AM; WKCI 101.3 FM; WSTC 1400 AM; WNLK 1350 AM; WKHL 96.7 FM; WEFX 95.9 FM; Star Radio 99.9 FM. Also, it will be announced on Television stations WFSB-TV Channel 3, WTNH Channel 8, Norwalk Cablevision News 12, and NBC-30 Storm CT TV.
- An announcement will be posted on the Stamford website:
http://stamford.uconn.edu/emergency_closing.html
- Also, a message will be left on the campus emergency line: (203) 251-8524.
- If you are unable to receive any of the radio stations, you should arrange for a telephone contact within the region; or call the emergency line.
- If classes are not altered but you are unable to get to the campus, please do the following:
 - You may call (203) 251-8555 and notify the Registrar that you will not be in. They will post your message on the Information Center bulletin board. Instruct your students early in the semester to check the board in case they are already on campus.
 - ***Create a “phone or e-mail tree” with your students.*** Make sure it is flexible enough to avoid a breakdown if one student cannot be reached.
 - **Do not call the switchboard.**
 - **Do not ask the Registrar to notify students.**
- If you want to schedule a make-up class, please check with the Registrar's office for a room assignment. Students should not be penalized if they cannot attend a make-up class.
- If a closing or cancellation occurs during final exams, a make-up date will be announced.

Please be sure to make these announcements to your class a few times during the semester.

If you have any questions, please contact Sheila Moore, Director of Administration and External Affairs, at (203) 251-8405.