



TO LEARN ABOUT POSSIBLE UNIVERSITY CLOSINGS AND DELAYED OPENINGS

GO TO 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

DELAYED OPENING

Regardless of media reports, a
delayed opening means classes
and work begin at 10:30 am.



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
university'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 university's website 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 UNIVERSITY
CLOSINGS OR DELAYED OPENINGS.
PHONES NEED TO STAY OPEN FOR
TRUE EMERGENCIES. THANK YOU
FOR YOUR COOPERATION.**

 Salem STATE
UNIVERSITY

2011-2012 SALEM STATE UNIVERSITY 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://salemstate.edu/snow)

FOR EMPLOYEES

POLICY ON UNIVERSITY CLOSINGS DUE TO EMERGENCIES

Full policy available at salemstate.edu/hr/collegeclosing

In case of inclement weather or other emergency situations which requires closing of all or a portion of the university, the decision to close will be made by the president or designee. When an announcement is made to close the university, 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 university is open. During these times, individuals should seek parking in university 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 10:30 am, and classes will resume at the first scheduled class period after 10:30 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 university is open. If the university 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 20 parking spaces have been designated in the Peabody lot for **RESIDENT STUDENTS ONLY**.

These spaces are clearly marked with signs. **Only resident students with appropriate permits may park in these spaces, and only these spaces may be occupied overnight.** All other spaces in the Peabody lot are reserved for commuter students and university staff. Cars parked in an incorrect location will be ticketed and towed. During a snowstorm, the majority of the lot will be plowed. After the initial plowing, resident students with appropriate permits will be asked to move their cars to a cleared area in order to allow for removal of snow from the "resident student only" spaces.

SOUTH CAMPUS LOT

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

CENTRAL CAMPUS RESIDENCE HALL LOT

Atlantic Hall resident students with permits to park in the residence hall lot will be notified when plowing will occur in the Central Campus residence hall lot. Upon notification, students must move their cars to the front section of the Central Campus lot next to the Bertolon School of Business building. Any car parked in an incorrect location will be ticketed and towed. When plowing is complete, resident students must move their cars back to the resident student spaces next to Atlantic Hall.

O'KEEFE LOT

Parking in the O'Keefe lot is limited to commuter students and university staff. During snow emergencies, properly registered city residents living in the immediate vicinity of O'Keefe are allowed to park in this lot, as well. No resident student parking is allowed in this lot at any time.

MARSH HALL RESIDENTS, SATELLITE PARKING

Marsh Hall residents who have permits to park in satellite lots located at 11 Broadway and 142 Canal Street will not need to move their vehicles for snow plowing. Snow will be removed to the best of our ability in these lots.

OVERNIGHT VISITORS

Overnight visitor parking is allowed only from 5 pm Fridays until 7 am Mondays, at which time ALL overnight guests must remove their cars from campus parking lots. Overnight guests, accompanied by their resident student host, must register their vehicles

with the campus police office and display a temporary parking permit on their dashboard. Campus police will direct guests to a specific parking lot based on where the guest will be staying.

FOR SALEM RESIDENTS

PARKING PROCEDURES DURING SNOW EMERGENCIES

When the university is closed during a snow emergency, we 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 in advance at the Salem State University Campus Police on Loring Avenue to obtain an appropriate snow emergency parking permit. The number of permits is limited to 150 on a first come/first served basis. The parking and traffic division is open from 8 am-4 pm, Monday through 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 university 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 the university immediately following cancellation of the snow emergency (weekends included), or they will be towed at owner's expense.**

Salem State University 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 University's Campus Police Traffic Division at 978.542.7341 or {main number} 978.542.6511.

