

August 1, 2008

To: Linda Coughlin
Gail Dean
Joan Pickett

From: Larry Vote

Re: Inclement Weather Phone Tree

In the event of a College closing or a late opening, the following phone-tree procedure shall be followed. I will initiate the tree after hearing from the Director of Public Safety at approximately 5:30 a.m. If you cannot reach the person you have been assigned, please call the next person beyond him or her. **Each Building Faculty Coordinator (BFC) and each office will have to establish their own procedure for notifying faculty and staff.** It is especially important to notify as soon as possible those members of the faculty who live a long distance from the campus.

2008-2009 Inclement Weather Phone Tree

Larry Vote calls:

Joan Pickett
Ben Click (BFC)
Celia Rabinowitz

Joan Pickett calls:

Gail Dean
Mark Heidrich
Libby Williams

Gail Dean calls:

Linda Coughlin
Andy Koch (BFC)
Wes Jordan

Linda Coughlin calls:

Bjorn Krondorfer (BFC)
Iris Ford (BFC)
Chuck Adler (BFC)