

Inclement Weather Policy – <http://www.smcm.edu/hr/closings.html>

In case of a College closing or late opening, a phone-tree procedure shall be followed. The provost will initiate the tree after hearing from the Director of Public Safety at approximately 5:30 a.m.

provost calls:

- Executive Assistant for the provost
- BFC in Montgomery Hall

Executive Assistant for the provost calls:

- Admin. Assistant for the associate provost for academic affairs

- dean of Students
- Director of the Library
- Director of Institutional Research

Admin. Assistant for the associate provost for academic affairs calls:

- associate provost for academic affairs
- associate provost for academic services
- BFC in Schaefer Hall
- dean of Admissions

associate provost for academic services calls:

- Administrative Assistant for associate provost for AS
- Director of International Education
- Coordinator of Advising Programs

associate provost for academic affairs calls:

- faculty senate president
- BFC in Kent Hall
- BFC in Anne Arundel Hall
- BFC in Goodpaster Hall

Each BFC/office will have to establish its own procedure to notify all faculty. It is especially important to notify as soon as possible those members of the faculty who live a long distance from the campus.