

October 3, 2007

TO: Faculty, Staff & Students
FR: James A Stakenas, Ph.D.
Vice President, Administration & Finance
RE: Emergency Closing Policy

During the winter months, employees are asked to plan accordingly for changes in driving conditions so we may continue to teach classes and provide valuable services to our students. Every effort will be made to clear parking lots and sidewalks to keep the campus open.

In the event of a major winter storm, a decision to close campus will be made before 6:00 a.m. This decision will be reported to the Public Safety Department and the following radio stations, television stations and the MCLA web page.

Radio Stations:

- | | | |
|-----------------------|----------------|--------------------|
| • North Adams Area | WNAW (1230 AM) | WMNB-FM (100.1 FM) |
| • Pittsfield Area | WBEC (1420 AM) | WBEC-FM (105.5 FM) |
| • Greenfield Area | WHMP (1240 AM) | WHAI-FM (98.3 FM) |
| • Bennington, VT Area | WBTN (1370 AM) | WBTN-FM (94.3 FM) |

Television Stations:

- | | |
|--------------------|---|
| • Albany, NY Area | WNYT, Channel 13; WTEN, Channel 10; WRGB, Channel 6 |
| • Springfield Area | WGGB, Channel 40; WWLP, Channel 22 |

Web Page:

- MCLA Address: <http://www.mcla.edu/>

Stations/web page listed above will provide the College's operational status as one of the following:

- Delayed opening
- Closed for the day with evening classes cancelled
- Mid-day closing with evening classes cancelled

In the event that the College closes mid-day, all departments will be contacted by phone with the closing information. We will also utilize the classroom phone voice mail system. Should the College close due to inclement weather, all employees designated as "essential" or "snow day" personnel must report to work.

In addition to checking the web site for class cancellation information, students attending evening classes can also call the MCLA Cancellation Line which is extension 4399 for on-campus students and 413-662-5299 if calling from off campus. College employees can also contact the Public Safety Department at 662-5284 to learn of the College's operational status for that day.

Should you have any questions about this policy, please contact me directly at 413-662-5245.

Cc: *President Grant*