

Facilities: Snow Procedures

EMPLOYEE INFORMATION HOTLINE - INSTITUTION DELAYS AND CLOSINGS: Call (508) 457-2120.

The trigger point for initiating the procedure will be when the accumulation reaches a depth of three (3) inches. Note that actual snow removal operations begin as follows:

- The guards notify the snow crews when accumulation reaches one (1) inch.
- Plowing begins at an accumulation of two (2) inches.
- Sanding operations begin when icing occurs, regardless of accumulation.

After Hours

The Smith security guard on duty will call the Facilities Manager (or other designee) when accumulation reaches three (3) inches. The guard will relay the following information:

1. Latest NOAA weather forecast.
2. Current weather conditions in New York City, as obtained from AM/FM radio broadcasts.
3. Current road conditions from State and/or local police.
4. A condition report from the WHOI plow crew.

The Facilities Manager (or other designee) will call the Director. A decision to remain open for business, delay opening, or close the Institution will be made after the Director (or designee) confer. This decision will be made not later than 0600.

1. The Institution will remain open if improving weather conditions (warming, changeover to rain, or cessation of precipitation) are forecast or occurring. Current conditions in New York are generally a good indication of what will occur here in 3 to 5 hours.
2. If the current weather is forecast to continue or deteriorate, the Institution may be closed, or the opening time may be delayed.
3. The Facilities Manager will contact local radio stations, WQRC, WMVY, WPXC, and WCIB in order to have the closing included in the media's announcements of cancellations. The status (delayed opening, closing) of local schools will also be determined.
4. The automated attendant will be programmed to announce the Institution's status automatically for those calling in.
5. The Human Resources Manager will be notified of any closing action by the Facilities Manager (or other designee).

During Working Hours

The same procedure as above will be followed, except that the Facilities Manager (or designee) will collect the necessary information. Such information shall be supplemented with web-based weather service.

Additional Information

In general, the local radio stations are on tape operations until about 5:30 am when they broadcast their first news report. This is the first indication of cancellations. WOCB does have someone manning the phone at about 5:15 and can say if they have heard from the Falmouth School Department. WPXC is generally the first to broadcast cancellations.

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