



NEW YORK CITY COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

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OFFICE OF THE PRESIDENT

December 17, 2009

To: The College Community

From: Miguel Cairol, Vice President for Administration and Finance

Subject: Notification in the Event of Emergency Closings

If it becomes necessary to cancel classes and/or close the college due to severe weather or other emergency situations, the following measures have been implemented to ensure that all members of the college community receive notification:

1. City Tech's website will have a message on its homepage should closure of the college be necessary. The website of the college is <http://www.citytech.cuny.edu>.
2. The following radio/TV stations will broadcast a message regarding the status of the college:

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| WCBS | 880 AM | www.wcbs880.com |
| WINS | 1010 AM | www.1010wins.com |
| NY1 | Time Warner Cable Channel 1 | http://ny1.com |
3. CUNY closings can also be obtained by calling New York City's 311 information line.
4. If there is any doubt about whether the college will be open on days of severe weather conditions, call the City Tech general information line at 718-260-5000. A recorded message will be playing as of 5:30 a.m. providing information.
5. A college-wide emergency telephone notification chain incorporating all faculty and staff will also be activated.

Please be advised that if the college is closed, only members of the buildings and grounds emergency crew are expected to report to work. All other absences will be excused and all but hourly staff will be paid.

Thank you for your cooperation.