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OFFICE OF THE VICE CHANCELLOR  
FOR ADMINISTRATIVE SERVICES  
**MEMORANDUM T-96**  
PURDUE UNIVERSITY CALUMET

(SUPERSEDES MEMORANDUM T-95)

**ALTERING NORMAL CAMPUS OPERATIONS:**

Occasionally, in the interest of personal safety, it is necessary to suspend classes and/or close the campus due to adverse weather conditions or other sudden, unusual, or unexpected circumstances. The Chancellor, in consultation with the Vice Chancellor for Administrative Services, will decide when it is necessary to take such action. If a decision is made to alter normal campus operations, attempts will be made to notify faculty and staff via one or more of the communication channels listed below.

The decision to alter normal campus operations means either of the following:

**“CLASSES ARE CANCELED”**

This means that **ALL** classes scheduled to meet that particular day at on- and off-campus sites are canceled, **but** all university offices, departments, and services remain open.

**OR**

**“THE UNIVERSITY IS CLOSED”**

When the university is closed, only functions deemed essential to university operations would take place until further notice is given. The university is considered closed to all persons except those pre-designated necessary to perform essential functions. Consequently, all persons **not** pre-designated are required to leave Campus and should not return until normal campus operations are resumed. This requirement is necessary to provide for the appropriate safety and security of the campus community and facilitate the return of the campus to open status.

So that all campus personnel affected by either of the above conditions can receive information promptly and accurately, official notification will be communicated via one or more of the following communication channels:

**Communication Channels:**

1. Internet – Purdue University Calumet Website – [www.calumet.purdue.edu](http://www.calumet.purdue.edu)
2. Public Address System – a campus-wide system to broadcast live messages providing instruction to the intra campus community.
3. Signage (Posted) – signage placed on building door entrance(s) providing information and/or direction.
4. E-mail – Outlook email distribution can be used to deliver messages electronically and instantly to all faculty, staff and student email addresses.
5. Automated Calling System - This system delivers recorded messages to regular faculty and staff and contract operations’ employees via phone numbers on file with the Telecommunications office. Calls are made to either home/cell or department numbers, depending on when the decision to alter normal campus operations is made. **Note:** If you have a block filter on your phone that prevents calls being received by Purdue University Calumet or Purdue University Calumet from being identified, and wish to receive the message(s), we encourage you to list your cell phone number as your primary contact number for this purpose. Contact the Telecommunication office at 989-2345 ensure your contact information is current.
6. Signage (LED) – exterior electronic message boards located on 173<sup>rd</sup> St. and at the Academic Learning Center.

Text Messaging – those that subscribe to text message will receive a brief text message via their cell phone. **Note:** To subscribe to text messaging, go to <http://webs.calumet.purdue.edu/alertme/>.

7. Local Media – The Assistant Vice Chancellor for University Relations serves as the official University spokesperson and will disseminate messages to the following media:
  - a. Radio
    - i. Emergency Closing Center
      1. WGN (720 am)
      2. WBBM (780 am)
    - ii. WAKE (1500 am and 105.5 fm – Valparaiso)
    - iii. WEFM (95.9 fm – Michigan City)
    - iv. WIMS (1420 am – Michigan City)
    - v. WJOB (1230 am – Hammond)
    - vi. WLOI (1540 am – LaPorte)
    - vii. WXRD (103.9 fm – Valparaiso)
    - viii. WZVN (107 fm – Valparaiso)
    - ix. WLTH (1270 am – Gary)
  - b. Television
    - i. ABC-TV/Channel 7
    - ii. CBS-TV/Channel 2
    - iii. CLTV News
    - iv. Fox-TV/Channel 32
    - v. NBC-TV/Channel 5
    - vi. WGN-TV/Channel 9
8. Building Deputies – building deputies may be asked by University Police and/or Campus Administration to assist in the notification process, communicate and manage a “shelter in place” directive, evacuate a building and/or campus, secure a building and/or campus, and return a building and/or the campus to normal operations.
9. Purdue University Calumet Information Center – Incoming calls to 989-2993 or 989-2400 are received by a pre-recorded voice mail message to provide current information.

**PLEASE NOTE:** Each office/department will be responsible for notifying part-time employees - including guest lecturers - as well as guests, clients, customers, presenters, etc.

During evening/night hours (weekdays after 4:30 p.m.) and weekends, notification of all affected offices, departments, and operations will be handled in the manner indicated above.

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### **NOTIFICATION TO "RESUME" NORMAL CAMPUS OPERATIONS**

At the direction of the Chancellor and/or Vice Chancellor for Administrative Services, notification to resume normal campus operations will be communicated via Purdue University Calumet’s homepage ([www.calumet.purdue.edu](http://www.calumet.purdue.edu)), via Outlook email distribution, and the automated calling system. Additional channels may be used as appropriate.

**NOTE:** The media, radio, and television stations typically do not announce resumption of activities/operations.

Ken Johnston  
Vice Chancellor for Administrative Services

If there are questions regarding this process, please contact Michael Kull, Assistant Vice Chancellor for Administrative Services, x2231.