Custodial Guide for Geneva Campus closing

Campus announcement will be made via NYSAES Blackboard Connect emergency/ Cornell Alert systems. This decision comes from Campus Director. Follow direction given by Director.

If campus is closed after you have arrived for work, do not remain on campus after campus is closed time.

If campus is closed before you arrive at work, do not come into work.

Notification will come from:

- NYSAES Blackboard Connect emergency system: https://geneva.cals.cornell.edu/emergency-phone/
- Cornell Alert system https://emergency.cornell.edu/emergency-notifications/
- Campus will receive emails from the Director’s office
- Check the following for more information:
  - The NYSAES information line, 315-787-2011.
  - The NYSAES website, http://www.nysaes.cornell.edu/

Be Prepared:

- Register at NYSAES Blackboard Connect emergency notification system: https://geneva.cals.cornell.edu/emergency-phone/
- Register at Cornell Alert emergency notification system: https://emergency.cornell.edu/emergency-notifications/
- Provide Supervisor with current cell # & home number.
- Check the following for more information:
  - The NYSAES information line, 315-787-2011.
  - The NYSAES website, www.nysaes.cornell.edu/

Follow up:

- Clean up of campus (Severe weather closing only)
- Proper time recording – notification will come for campus Human Resources

September 29, 2017