

MICHIGAN STATE UNIVERSITY

March 11, 2014

MEMORANDUM

TO: DDC Listserv, Supervisors Listserv, HR Unit Representatives

FROM: Provost June Youatt and Executive Vice President Satish Udpa

RE: Preparing for Potential Flooding

After significant snowfall this winter (the snowiest winter in roughly four decades), the National Weather Service is warning of potential flooding in the next few weeks in mid-Michigan. Melting snow and warming weather may lead to flooding on the MSU campus, causing road and building closures and potentially causing some operations on campus to be suspended.

During these challenging conditions, we ask that faculty, staff, and students make every reasonable effort to get to and remain on campus for their regularly scheduled commitments so services can be maintained. At the same time, safety is very important, and all individuals are advised to always use good judgment about the risks of travel. As we head into the next few weeks, it is a good time to review your departmental practices related to weather emergencies. Though it is rare for MSU to suspend operations, all departments need to have emergency plans in place that:

- Identify critical functions in your unit that must continue during a weather-related suspension of operations.
- Identify employees who need to work to sustain critical functions if MSU suspends operations.
- Identify how you will communicate work instructions to critical employees during suspended operations. Make sure your employees know how to contact you.
- Identify opportunities for general daily work to continue through telecommuting when appropriate.



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It also is a good time to review and encourage employees to review their preferences at MSU Alert. By visiting <http://alert.msu.edu/>, members of the MSU community can sign up for alerts via landline phone message, text message, and email. Additionally, all University offices should be prepared to have their main telephone line answered remotely by a designated individual. If you need help doing this, please consult with Telecommunication Systems at 517-353-5515. Alternatively, a service request can be submitted at <http://ipf.msu.edu>.

Finally, for those working during times of flooding, please remember that parking may be limited on campus. In the case of inclement weather or any emergency, supervisors, staff, and faculty are encouraged to monitor <http://msu.edu>, where information and updates will be posted.