



OFFICE OF THE VICE PRESIDENT
FOR ADMINISTRATION AND
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To: The Lehman College Community

From: Rene Rotolo, Vice President
Administration and Finance/Chief Financial Officer

Re: Notification of Emergency Closures

The following information is being provided so you will know how and where to obtain accurate and authorized information of emergency closures.

The **CUNY Alert** system enables the University's campuses to advise students, faculty and staff of an emergency in the event of a severe hurricane, snowstorm, etc., and provides timely information to protect lives and minimize campus disruption. Everyone in the Lehman Community should be registered in this very effective alert system.

Employees are auto-registered into the **CUNY Alert** system. We encourage employees to review their settings and add/update email addresses and phone numbers as appropriate. **Students are not currently auto-registered and must sign up for CUNY Alert in the CUNYfirst system.**

For easy to follow, step by step instructions visit the **Lehman homepage**, under **College Notices**, select "**CUNY Alert Changes.**" (You can also find instructions posted to the *CUNYfirst* homepage, under "**CUNY Alert Changes,**" select: "View PDF for more information.")

In addition, if the Lehman College campus is closed or delays opening, you may obtain up to the minute information at the **Lehman College homepage** (<http://www.lehman.edu>); a **red notification bar** will be present in the upper corner of the homepage. Also, you may call the Lehman College main telephone number at (718) 960-8000, for current information. **If no emergency closing information is provided, the College will be open.**

RADIO/TELEVISION STATIONS THAT WILL BROADCAST AND/OR WEB-POST CUNY CLOSINGS:

WCBS	880AM	www.newyork.cbslocal.com
WINS	1010AM	www.1010wins.com
NY1	Channel 1	www.NY1.com
WNBC-TV	Channel 4	www.nbcnewyork.com
WNYW FOX	Channel 5	

CUNY closings can also be obtained by calling **New York City's 311** information line or **visiting nyc.gov.**

Note: **Buildings and Grounds and Public Safety personnel are expected to report to work regardless of snow or emergency situations or closing unless officially notified otherwise.**

Please refrain from using the college Public Safety emergency number (718) 960-7777 during any such emergencies to obtain general information. That number should only be used to report emergencies affecting health and safety, or property damage.

Thank you for your cooperation.

