

# SUSPENSION OF NORMAL OPERATIONS

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Although Penn normally never stops operating, emergencies such as severe weather conditions may sometimes result in the cancellation of classes and/or the full or partial closure of certain areas of the University. Decisions affecting work schedules and class cancellation are made by the Executive Vice President in consultation with the Provost.

The University will announce a closing or other modification of work schedules through the following means:

- the University's emergency information number: (215) 898-6358 (215-898-MELT)
- communications from Division of Public Safety
- KYW News Radio (1060 AM)
- the UPennAlert Emergency Notification System (for University related incidents and crises)

The University's emergency radio identification code numbers are "102" for day classes and schools/centers and "2102" for evening classes. The message that accompanies the code number will provide the operating status of the University. Make sure to keep this emergency information in a place you can easily access.

Even when Penn is officially closed due to an emergency, there are some essential services that must still be provided, such as Public Safety or Facilities. Staff members in essential positions are still required to work as normally scheduled under these circumstances.

More information on suspension of normal operations is available online at [https://www.hr.upenn.edu/policies-and-procedures/policy-manual/other-policies/suspension-of-normal-operations-\(formerly-emergency-closing-policy](https://www.hr.upenn.edu/policies-and-procedures/policy-manual/other-policies/suspension-of-normal-operations-(formerly-emergency-closing-policy) ([https://www.hr.upenn.edu/policies-and-procedures/policy-manual/other-policies/suspension-of-normal-operations-\(formerly-emergency-closing-policy/](https://www.hr.upenn.edu/policies-and-procedures/policy-manual/other-policies/suspension-of-normal-operations-(formerly-emergency-closing-policy/))).