

November 13, 2007

SUBJECT: Center Operation During Hazardous Weather

TO: All Employees at ERRC

FROM: Shu-I Tu, Acting Center Director

We will not use KYW (radio/TV/PC) to notify you of the status of the Center operation during hazardous weather.

Instead, a voice mail message will be placed on 215-233-6666; there are 8 lines to this number. By calling this number at or after 5:00 a.m., you will learn the exact time (10:30 or 11:30 a.m.), that the Center will open - or if it will be closed.

The message is only a few seconds long, so even if all the lines are in use (you will not get a busy signal), it will continue to ring and it will not be long before you hear the message. The format of the message is: "Today is *day of the week, date*. The Center will be open *at time* or closed."

We are confident this will be a satisfactory way of learning whether or not the Center will be open during hazardous weather. Thanks to Wayne Loeffler for putting this in place.