

# University Policies

<b>Policy Name:</b> Emergency Closing	<b>Effective Date:</b> July, 1, 2008
<b>Custodian of Policy:</b> Vice President for Academic and Student Affairs	<b>Last Review:</b> February, 1998
	<b>Next Review:</b> September, 2013

## Policy:

The authority to cancel classes or close the University due to weather conditions or other emergencies resides with the President or his/her designee. Vice Presidents shall develop and implement procedures within their divisions for use during emergency closures that are consistent with this policy.

## Procedures:

### Definitions

- -Severe weather is typically defined, but not limited to, heavy snowfall (typically greater than 6"), ice storms or excessive winds which result in the closure of multiple, surrounding major roads and create significant safety concerns.
- -Cancellation of classes means that classes are not held but offices are open and all other activities are conducted as usual.
- -Closing the University offices means that all functions of the University cease other than those deemed essential.

### Responsibilities

- -When classes are cancelled, the decision to cancel non-academic events such as athletic contests, plays, musical performances, lectures, or meetings shall be made by the director responsible for the activity, in consultation with the appropriate Vice President.
- -The Office of Human Resources shall develop and maintain procedures related to employee leave and on-call status associated with class cancellations and University closings.
- -A checklist entitled "Procedures for Class Cancellation or University Closings due to Severe Weather" will be reviewed and distributed to appropriate divisional offices in August. This checklist details the decision making and notification processes for cancelling classes or closing the University. The review of this checklist is initiated annually by University Security.

### Communications

- -Class cancellations or University closings: Notifications will be placed on the University website and email notices sent to students and staff. The Campus Hub will provide live and/or recorded information via incoming telephone calls to their facility. Text message announcements will be broadcast to individuals who have registered for the service via their Student Clearinghouse E-Services account. Announcements will be provided for

broadcast to local and regional radio and television media: (e.g. KMSU, KYSM, KEEZ, KDOG, KTOE, WCCO, KEYC, KARE, and KSTP).

- -Morning announcements will be made by 5:30 a.m. and afternoon/evening announcements will be made by 2:30 p.m.
- -Each Vice President shall develop procedures to inform their employees with hearing impairments of class cancellations and University closings.

### Related Documents:

- Minnesota State Colleges and Universities Board of Trustees Policy 4.4 “Weather / Short Term Emergency Closings”
- A sample of the checklist “Procedures for Class Cancellations or University Closings due to Severe Weather” is available upon request from the Director of Security

### **Policy Rationale:**

This policy outlines the decision making processes for the cancellation of classes or closure of the University in the case of weather or other emergency. Since the nature of emergencies varies, there is a need to determine with each occurrence, what services will be available and what events will take place as scheduled. Additionally, this policy recognizes the need to maintain the availability of essential services that support the safety and well-being of the campus community and the integrity and security of University facilities.