

Policies of the University of North Texas	Chapter 15
15.006 Campus Closures	Risk Management Services

Policy Statement. UNT is committed to the safety and security of the campus community and recognizes the value of maintaining university operations. However, in the event university operations are disrupted due to an emergency or other hazardous conditions threatening the safety, health, or welfare of the campus community, UNT may be required to cancel classes, suspend operations, or close campus in its entirety.

Application of Policy. All University.

Definitions

1. **Campus Closure.** “Campus Closure” means any of the following types:
 - a. **Class Cancellation** means students are not required to attend lectures, tests, or other sanctioned activities that require a physical presence on campus.
 - b. **Suspended Operations** means classes are cancelled and all campus offices are closed. Staff and faculty are encouraged to avoid campus. Essential employees must report to work if notified by their supervisor.
 - c. **Total Closure** means all classes are cancelled, all campus operations are suspended, and all personnel are prohibited from being on campus, except emergency personnel needed to maintain life safety and security of UNT property.
2. **Essential Employees.** “Essential Employees” means an employee whose absence would adversely affect the health and safety of the campus community or the operation of campus facilities and/or critical infrastructure.
3. **Special Events.** “Special Events” means any event, other than academic classes scheduled as part of the curriculum, sponsored by UNT and/or held on UNT property.
4. **Unit.** “Unit” means any subdivision of the university, whether academic, administrative, or other subdivision which includes but is not limited to: centers, colleges, committees, departments, divisions, groups, institutes, programs, projects, and schools.

Procedures and Responsibilities.

1. The President or designee shall make the final determination regarding when a campus closure will occur, the duration of a campus closure, and the extent of a campus closure.

The extent of a campus closure can include class cancellation, suspended operations, or a total closure of campus. The official time of the closing will be determined when making the decision to close.

Responsible Party: President or designee

2. University Relations, Communications and Marketing (URCM) shall notify the campus community of any closure decisions. At a minimum, the notification of a campus closure will include the timing of the campus closure and the extent of the campus closure. Based on the circumstances leading to the campus closure, URCM will provide additional information as needed.

Responsible Party: URCM

3. Depending on the circumstances, certain units will remain open during a campus closure. These include:

- UNT Police Department
- Telephone Operators
- Student Health and Wellness Center
- Housing and Dining Services
- Essential services of the Facilities administration
- Essential services of Risk Management Services
- Essential services of Parking and Transportation
- Essential Services of University Relations, Communication and Marketing
- Other essential services determined by each Vice President

When a Campus Closure decision is made, unit supervisors will notify essential employees whether they must report to work.

Responsible Party: Unit Supervisors

4. Depending on the nature of the closure, special events may be cancelled or postponed. Event organizers will coordinate with UNTPD, Risk Management, and the applicable Vice President(s) to determine the feasibility of continuing the event. All responsible parties will take in to consideration the safety of participants, observers, and other affiliated with the event in making then determination to continue, cancel, or postpone the event. UNTPD will make the final determination regarding the continuation or suspension of the event.

Responsible Party: Event Organizer, UNTPD, Risk Management Services, Applicable Vice President(s)

References and Cross References.

Fair Labor Standard Act

UNT Policy 05.066, Emergency/Administrative Leave

UNT Policy 05.062, Compensatory Leave and Overtime

UNT Policy 05.013, Office and Working Hours

Forms and Tools.

N/A

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