



Policy Chapter: Chapter 15 Risk Management

Policy Number and Title: 15.006 Campus Closures

I. 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.

II. Application of Policy

All University

III. Policy Definitions

A. Campus Closure

“Campus Closure,” in this policy, means any of the following types:

1. Class Cancellation means students are not required to attend lectures, tests, or other sanctioned activities that require a physical presence on campus.
2. 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.
3. 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.

B. Essential Employees

“Essential Employees,” in this policy, 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.

C. Special Events

“Special Events,” in this policy, means any event, other than academic classes scheduled as part of the curriculum, sponsored by UNT and/or held on UNT property.

D. Unit

“Unit,” in this policy, 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.

IV. Policy Responsibilities

A. Determination

The President or designee must 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.

B. Notification

1. University Brand Strategy and Communications (UBSC) must 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, UBSC will provide additional information as needed.
2. Depending on the circumstances, certain units will remain open during a campus closure. These include:
 - a. UNT Police Department (UNTPD)
 - b. Telephone Operators
 - c. Student Health and Wellness Center
 - d. Housing and Dining Services
 - e. Essential services of the Facilities administration
 - f. Essential services of Risk Management Services
 - g. Essential services of Parking and Transportation
 - h. Essential Services of UBSC
 - i. Other essential services determined by each Vice President
3. When a campus closure decision is made, unit supervisors will notify essential employees whether they must report to work.

C. Special Event Cancellation/Postponement

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 into consideration the safety of participants, observers, and other affiliated with the event in making the determination to continue, cancel, or postpone the event. UNTPD will make the final determination regarding the continuation or suspension of the event.

V. References and Cross-References

[Fair Labor Standard Act](#)

[UNT Policy 05.062, Compensatory Leave and Overtime](#)

[UNT Policy 05.066, Emergency/Administrative Leave](#)

VI. Revision History

Policy Contact:	Executive Director, Risk Management Services
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Revisions:	08/1994, 05/1999, 06/2000, 12/2000, 10/2002, 07/2003, 12/2004, 05/2011, 03/2018, 09/01/2023