

**UAR NUMBER:** 124.01

**TITLE:** Procedures for Closing of School Due to Hazardous Weather

**ORIGINATOR:** Executive Vice President for Academic Affairs

**INITIAL ADOPTION:** 04/15/1997

**REVISION DATES:**

**PURPOSE:** To outline the procedures to be used for the closing of school due to hazardous weather.

**PROCEDURAL REFERENCES:**

BOR - PG-51

**SCOPE (Who is covered by this UAR?):** Morehead State University faculty, staff and students.

**DESCRIPTION:**

**CONDITION DESCRIPTION:** Hazardous weather conditions which might affect the opening or closing of the university, or the cancellation of classes or university-sponsored events at both on-campus and off-campus locations.

**I. ON-CAMPUS CLASSES AND ACTIVITIES:**

It will be the responsibility of the Manager of Public Safety to advise the Executive Vice President for Academic Affairs of forecast or existing hazardous weather or road conditions which could necessitate the cancellation of on-campus classes and activities or the possible closing of the university.

The Manager of Public Safety will keep the Executive Vice President for Academic Affairs informed when hazardous conditions develop. It will be the decision of the Executive Vice President for Academic Affairs to cancel classes and activities or close the university when such conditions exist.

**II. OFF-CAMPUS CLASSES:**

It will be the responsibility of the Dean of Graduate and Extended Campus Programs to coordinate with the Office of Public Safety the identification of forecasted or existing hazardous weather and road conditions which could necessitate the cancellation of off-campus classes. The Dean of Graduate and Extended Campus Programs will be responsible for contacting each Director of MSU's Extended Campus Centers and those local school districts where university classes are conducted regarding weather and road conditions. The Dean and the Office of Public Safety shall also contact weather stations and the Kentucky State Police regarding existing and forecasted weather and road conditions.

Classes will normally be canceled when local conditions have forced the community colleges and local school districts, utilized by the university, to close. (We are, however, permitted to use the community colleges in the evenings, if, in our judgment conditions will change to permit safe access to the facility).

After a determination of a forecast or the existence of hazardous weather or road conditions that would force cancellation of an off-campus class or activity, the Dean of Graduate and Extended Campus Programs will inform the Executive Vice President for Academic Affairs' office of off-campus cancellation.

If severe weather occurs suddenly after regular business hours (after 4:30 p.m. M-F or on weekends), the extended campus director has the authority to cancel classes and close the center. The extended campus center director will inform the Dean of Graduate and Extended Campus Programs of the cancellation immediately after attending to the safety of the individuals at the center.

Distance learning classes will typically be taught at off-campus locations if classes are being conducted on the main campus. If any distance learning location is closed, videotapes of class sessions missed will be available for students to view.

### **III. NOTIFICATION:**

The Office of Public Safety will coordinate the release of information with the Office of Institutional Relations and the Dean of Graduate and Extended Campus Programs. The Executive Vice President for Academic Affairs will be responsible for notifying the President and other Vice Presidents of cancellation of on-campus classes and activities.

Approved by: Ronald G. Eaglin

Date: 04/15/1997