

# STOCKTON UNIVERSITY



## PROCEDURE

### Emergency Closing

Procedure Administrator: Chief of Police

Authority: N.J.S.A. 18:

Effective Date: October 9, 1974; January 29, 1975; May 28, 2009

Index Cross-References: Policy I-100 Emergency Closing

Procedure File Number: 1070

Approved By: Dr. Herman J. Saatkamp, Jr., President

### I. PURPOSE

To outline specific responsibility and authority for dealing with weather and or other emergency conditions or incidents which require the suspension or closing of University facilities, and to set forth procedures to implement such a directive and disseminate the information to all concerned.

### II. PROCEDURE

- A. When a situation arises that may involve the closing of the University, the information will be immediately addressed by the Chief of Police and the Director of Plant Facilities.
- B. The Chief and Director will then make their recommendations to the Vice President of Administration and Finance.
- C. The Vice President of Administration and Finance will make the recommendation to the President or his/her designee who has the authority to close the University.
- D. The decision will then be transmitted by the Vice President of Administration and Finance to the Office of Telecommunications. This office will place the information on the University's home web page, as well as all pre-established campus/public emergency notification systems.
- E. The Office of Public Relations will be notified and will make the public announcement via the pre-designated media outlets.
- F. The Vice President for Administration and Finance will notify all other Vice Presidents and all campus auxiliary services liaisons.
- G. The Vice President for Student Services will notify the Offices of Student Life, University Center, Enrollment Management and Athletics and Recreation.

- H. The Vice President of Administration and Finance will also notify the Performing Arts Center (PAC), Free to Be Day Care Center and all designated employees.
- I. The closing of the University's satellite facilities; The Carnegie Library Center, Southern Regional Institute/Educational Technology Training Center (SRI/ETTC), The Marine Science and Environmental Field Station, Nacote Creek may or may not be affected by the closing of the main University campus. The University's home web page will have specific information regarding the status of these facilities.
- J. For weather related events, the University will make every effort to alert the community by 6:00 AM regarding any closing or delayed opening. For evening classes, the University will make every effort to alert the community by 4:00 PM. Consideration for closing the University and/or cancelling classes will be in coordination with the regular class schedule modules.

Approval History:

	Date
President	5/28/09