



<b>POLICY TITLE</b>	Institutional Campus Closure Policy	<b>Policy Number</b>	430
<b>Section</b>	Facilities, Operations, and Information Technology	<b>Approval Date</b>	June 13, 2007
<b>Subsection</b>	Facilities and Scheduling	<b>Effective Date</b>	June 13, 2007
<b>Responsible Office</b>	Office of the Vice President of Finance and Administration		

### 1.0 PURPOSE

1.1 At times it may be necessary to close the campus due to emergencies, extreme weather, or other conditions. A policy and procedure needs to be in place to facilitate campus closure.

### 2.0 REFERENCES

### 3.0 DEFINITIONS

3.1 **Campus:** Any location of the University (i.e., satellite campuses, branch campuses, Wasatch Campus).

### 4.0 POLICY

4.1 The President, or in the President's absence, the Senior Vice President of Academic Affairs or designee, may close the campus.

4.2 The University does not close the campus except in extreme circumstances.

### 5.0 PROCEDURES

5.1 After discussion with the appropriate departments on campus, the President, or the President's appointed representative, shall direct University Marketing and Communications to announce the closure, and Facilities and University Police to close the campus.

5.2 University Marketing and Communications shall notify campus departments. If necessary, University Marketing and Communications shall also notify the public through various media indicating closure dates and hours.

5.3 Facilities shall make the necessary changes regarding building lockdowns, HVAC changes, custodial changes, and security.



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

5.4 Under extenuating circumstances, the campus may be closed to students and the public but remain open to faculty and staff.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity