



ASUN Operating Procedure – Emergency Campus/ Building Closure

Operating Procedure Synopsis

Title: Campus Building Closure
Approval Date:
Revised: 9 APR 15
Responsible Officer: Jeff Bookout
Responsible Operating Procedure Manager: Jeff Bookout
Responsible Department: Vice Chancellor for Strategic Initiatives

A. Purpose

The purpose of this procedure is to outline what should occur in the event that ASU-Newport should have to close one or all of its campuses due to inclement weather.

B. Definitions

Key terms involved in the operating procedure are defined in this section.

C. Scope

All ASUN employees, students, and visitors are expected to adhere to operating procedures. All employees are expected to know and abide by operating procedures. Individuals involved in fulfilling the requirements of this operating procedure include faculty, staff, students and visitors on an ASUN campus.

D. Statement of Authority

Responsibility for development and enforcement of this operating procedure is the Vice Chancellor for Strategic Initiatives, and reviewed by the Chancellor and Cabinet.

E. Procedures

Campus Closure

For any event, that threatens Arkansas State University Newport (ASUN), ASUN's Chancellor, in consultation with Cabinet members and Physical Plant on each campus, will decide if ASUN, or one or more campuses, will close. ASUN is committed to fulfilling its instructional obligations; it is ASUN's intent to conduct courses as long as facilities on campus are accessible and roads reasonably passable.

ASUN's Cabinet, Department of Public Safety and Physical Plant will monitor conditions before and during a weather event and update the ASUN community as needed. ASUN will take into account the condition of campus parking lots and roads; the availability of uninterrupted electrical service; the condition of state and local roads as indicated by road and storm

advisories and weather forecasts. The nuts and bolts of the operating procedure are defined in this section, including steps of a process.

ASUN's Cabinet, Department of Public Safety and Physical Plant will monitor conditions before and during a weather event and update the ASUN community as needed. ASUN will take into account the condition of campus parking lots and roads; the availability of uninterrupted electrical service; the condition of state and local roads as indicated by road and storm advisories and weather forecasts.

Decision Times

1. Decisions to remain open or to cancel morning classes will be made before 6 a.m., if timing for the decision permits, in order to provide sufficient time to notify the media and the ASUN community.
2. Decisions to remain open or to cancel evening classes, starting at 3 p.m. or later, will be made by 1 p.m., if timing for the decision permits.

Notifications

When a decision is made to close one or more of the ASUN campuses, the Chancellor will notify all Cabinet members and other core emergency response team members (Director of Information Technology, Director of Marketing, Director of Communications and Public Relations, and Campus Police) through group texting. Team members will make the following notifications:

- The Director of Public Relations and Communications will:
 - Initiate the SchoolReach emergency notification system to alert the ASUN community.
 - Notify the ASUN switchboard at each campus.
 - Notify the media; information on closings will be carried on KAIT8, KTHV, Fox 16, KARK, KATV, KNBY/KOKR, WRD Entertainment and Jonesboro Radio Group.
 - Post the message on the ASUN Facebook and Twitter feed.
- The Director of Information Technology, or designee, will post the closure information on the ASUN homepage www.asun.edu and the ASUN Portal page <https://portal.asun.edu/ics/>.
- All Cabinet members will coordinate cancellations of special events in their areas and will notify the Chief Information Officer or designee of appropriate ASUN homepage notifications.

Building Closure

Conditions for temporary closure of a building may include, but are not limited to, incidents of mechanical, electrical or other facility-related failures; health, safety and/or environmental conditions such as hazardous spills; or data communication disruptions.

If conditions exist requiring the temporary closure of a building or section of a building, other than for immediate safety concerns, the decision to close the building or section of a building is made by the Director of the Physical Plant in consultation with the Vice Chancellor for Fiscal

Affairs and when necessary the Chancellor. The Cabinet will work together to develop a plan for alternate operations when necessary.

Notifications

Closure of a building must be communicated immediately to the ASUN community.

1. The Vice Chancellor for Fiscal Affairs will immediately notify the Cabinet and emergency response team members through group texting.
2. The Director of the Physical Plant will coordinate signage notification at all entrances to affected building(s) or area(s).
3. The Director of Public Relations and Communications will:
 - Initiate the SchoolReach emergency notification system to alert the ASUN community.
 - Notify the ASUN switchboard at the affected campus.
 - If needed, notify the media with details of the affected closing.
 - Post the message on the ASUN Facebook and Twitter feed.
4. The Director of Information Technology, or designee, will post the message to the ASUN homepage and portal.
5. Cabinet members will work with their respective areas to ensure the alternate plan of operation, if needed, is successfully carried out by working directly with those affected.

F. Responsible Officer

The Cabinet member designated for oversight of this procedure is Jeff Bookout Vice Chancellor for Strategic Initiatives.

G. Related Information

Hyperlinks to any pertinent supplemental forms or other electronic documents that complement the operating procedure belong in this section.