



ASUN Operating Procedure- 1004

Operating Procedure Synopsis

Title: Campus and Building Closure

Approval Date/Revision Date(s): 5/2021

Review Date(s): 9/2017, 4/2018, 5/2019, 5/2020, 1/2022, 1/2023

Executive Cabinet Liaison: Chancellor

Responsible Manager: Chancellor

A. Purpose and Scope

The purpose of this procedure is to outline what should occur in the event ASU-Newport should have to close one or more of its campuses or buildings due to inclement weather or for other reasons identified below. All employees are expected to know and abide by operating procedures. Individuals involved in fulfilling the requirements of this operating procedure include the Campus Closure Response Team.

B. Definitions

Campus Closure Response Team – a team consisting of the Chancellor, Vice Chancellors, Chief of Police, Director of IT, Executive Director of Marketing and Communications, Director of Physical Plant, and Chief of Staff.

C. Procedures

ASUN is committed to fulfilling its instructional obligations. It is ASUN's intent to conduct courses in person as long as facilities on campus are safe and accessible and roads are reasonably passable. Conditions for temporary closure of a campus or building may include but are not limited to: inclement weather; incidents of mechanical, electrical or other facility-related failures; health, safety and/or environmental conditions such as hazardous spills; or data communication disruptions.

In the event of bad weather or other possible campus or building closure:

1. Members of the Campus Closure Response Team shall be jointly responsible for initiating communication via text message. Ideally, members will initiate communication the evening prior when inclement weather is in the forecast for their area;
2. The Campus Closure Response Team will provide input from respective locations regarding road conditions, parking lot conditions, potential facilities problems, potential IT disruptions, scheduled classes and events, and other school/business closings. Ideally, members will provide input by 5:45 a.m.;
3. The Chancellor will make a final decision based on input from the Campus Closure Response Team;
4. In order to provide sufficient time to notify the media and the ASUN community, decisions to remain open or to move morning classes online will be made before 6 a.m. when possible.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Decisions to remain open or to move evening classes online will be made at least three hours in advance, when possible;

5. The Executive Director of Marketing and Communications (or delegate) will:
 - a. Initiate the campus emergency notification system to alert the ASUN community;
 - b. Notify the media. Information on closings will be carried on the following television stations: KAIT, KTHV, KLRT, KARK and KATV; and the following radio groups: Sudbury Broadcasting Group, East Arkansas Broadcasters and Jonesboro Radio Group;
 - c. Post the message on the ASUN Social Media Channels (i.e. Facebook, Instagram, Twitter and Snapchat);
 - d. Post the closure information on www.asun.edu;
6. The Director of Information Technology will post the closure information on mycampus.asun.edu.
7. All Cabinet members will coordinate cancellations/reorganizations of special events in their areas and will notify the Executive Director of Marketing and Communications of appropriate ASUN homepage changes. Cabinet members will work within their respective areas to ensure alternate plans of operation when necessary.
8. All employees should be alert to potential weather conditions that could affect campus access. In the event of a potential campus closure, employees should take items with them that are necessary to work remotely (e.g., laptops). ASUN will continue business operations remotely in the event of campus closures.
9. In the event of campus closures, facilities personnel may still be required to report to campus.

D. Related Information
