

STOCKTON UNIVERSITY



PROCEDURE

Emergency Closing

Procedure Administrator: Director of Campus Public Safety

Authority: N.J.S.A. 18A:64-8

Effective Date: October 9, 1974; January 29, 1975; May 28, 2009; January 20, 2022

Index Cross-References: Policy I-100: Emergency Closing Procedure; Policy VI-11.1

Office Hours, Work Week, Lunch Period, Breaks and Emergency Closing

Procedure File Number: 1070

Approved By: Dr. Harvey Kesselman, 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 modification of activities and/or classes or the closing of University facilities, and to set forth procedures to implement such a directive and disseminate the information to the University community.

II. PROCEDURE

- A. When a situation arises that may involve the emergency suspension, modification, or closing of University facilities, information will be immediately addressed by the Director of Campus Public Safety or designee and the Assistant Vice President of Facilities Management and Plant Operations or designee. The Director of Campus Public Safety or designee and the Assistant Vice President of Facilities Management and Plant Operations or designee will then make their recommendations to the Vice President for Facilities and Operations or designee.
- B. The Vice President for Facilities and Operations or designee will communicate with the Provost & Vice President of Academic Affairs or designee for input regarding classroom operations.
- C. The Vice President for Facilities and Operations or designee will present a recommendation to the President or the appointed designee who has the authority to close the University or suspend, modify, or cancel classes or activities.
- D. The decision will then be transmitted by the President or the appointed designee to the Office of University Relations and Marketing or designee. 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. University Relations and Marketing or designee will make the public

announcement via pre-designated media and communication outlets.

Review History:

	Date
Procedure Administrator	07/27/2021
Divisional Executive	08/17/2021
General Counsel	08/19/2021
Cabinet	12/16/2021
President	01/20/2022