

AURARIA CAMPUS POLICY



Policy Title:	Campus Closure		
Approval Authority:	Auraria Executives Council		
Approved:	November 28, 2017	Category:	Campus-Wide Policy
Last Reviewed:	November 20, 2017	Effective:	March 8, 2011

Purpose

The Auraria Higher Education Center is committed to protecting the health and safety of the campus community, as well as accommodating scheduled campus activities which may include, but are not limited to: classes, study sessions, rehearsals, and sports practices. This policy allows the campus to evaluate emergency and weather situations and to close campus when necessary.

Audience

This policy applies to all employees, students, visitors, campus affiliates, vendors, and contractors.

Policy

The Chief Executive Officer (CEO) for the Auraria Higher Education Center and the Auraria Executives Council (AEC) have established the following policy on closure of the Auraria Campus due to inclement weather or other emergencies:

- The Auraria Higher Education Center (AHEC) is exempt from the state inclement weather policy established by the Governor. The Auraria Campus will instead adhere to emergency closure procedures established by the CEO and the AEC.
- The decision to close the campus is vested with the CEO of AHEC, and a decision to close will be made only under extreme conditions that pose an immediate health or safety hazard to campus constituents. Conditions for which the campus may be closed include: inclement weather (snow, ice, tornadoes, etc.), flood, fire, chemical spills, pollution, or other emergencies.
- The primary criterion for the decision to close the Auraria Campus is the condition of the campus and its immediate environment. While conditions external to the campus and its immediate environment (such as the suburbs, mountain communities, etc.) are taken into consideration, they are secondary in the decision-making process to close campus.

The options for closure are:

- Closed for the day and evening
- Closed for the evening, generally beginning at 4:00 p.m.
- Closed for the morning with a “delayed” start, generally at 11:00 a.m.

Weather closure decisions will be made as early as possible to permit adequate communications to faculty, staff, and students. Only persons formally designated by the Executive Office are authorized to notify the media of closures. The decision to close the campus will be made on a daily basis.

The decision to close the campus will affect the entire campus—all campus institutions, departments, and AHEC. No individual department may announce an independent decision. Each institution may designate that emergency staff are required to work during times of closure.

Institutions establish independent policies and procedures for determining whether off-campus classes are to be cancelled. Generally, inclement weather cancellations for off-campus courses will follow closure of the facility where the course is offered.

Procedures

Based on this policy, the following procedures for emergency closures are followed:

The AHEC CEO consults with on-site Facilities Services staff and the Auraria Campus Police Department, who are monitoring the weather conditions on campus. Based on their information, and after consultation with the Auraria Executives Council, the CEO will make a campus closure decision.

Notification

- In order for the media to be notified as soon as possible, a decision to close for the day and evening combined, or for a delayed start, will generally be made prior to 5:30 a.m. A decision to close for the evening (starting at the 4:00 p.m. time block) will generally be made prior to 2:00 p.m.
- AHEC Communications staff will send a Rave alert to the campus community with information about the closure.
- AHEC Communications staff will notify media agencies, as well as update the AHEC website and social media channels with information about the closure.
- AHEC Communications staff will record an updated closure message on the AHEC 24-hour information phone line (1-877-556-3637).

Normal business will resume the following morning. If this is not possible, the above procedures will be followed to continue the closure of the campus.

Should a closure occur during final exam week, exams would be rescheduled as follows:

Regular Final Exam Week

If the entire campus or an individual campus building is closed or must be evacuated on the scheduled day of a final exam, the exam schedule for each weekday closed is moved to the next available working day following final exam week, at the same time and location.

Weekend Final Exam

If the campus or an individual campus building is closed or must be evacuated on the Saturday or Sunday during which final exams are scheduled, the exams will be held the following day (Sunday for Saturday exams and Monday for Sunday exams), at the same time and location.

History and Edits

- November 20, 2017
 - Titles and department names updated for clarification
 - Procedures updated to reflect process and communication protocols
- November 28, 2017
 - Reviewed and approved by the Auraria Executives Council