

Cancellation of Classes and/or Closure of the University of South Alabama Campus

General

As a result of an unusual occurrence (e.g. hurricane) it may be necessary to cancel classes or close the University or a specific campus for reasons of public safety. The purpose of this policy is to establish guidelines related to the University's ability to continue to offer classes and maintain normal services and facilities. A significant portion of the University community relies on public transportation and the ability to commute to the various campuses; and to outline the procedures which will be followed in situations of this kind.

Policy

1. The University will remain open during normal scheduled hours unless there is a situation which makes it extremely difficult or hazardous for faculty, staff or students to occupy University facilities or to remain on campus. The primary goal will be the University's ability to continue classes, research and normal business operations with the ability of faculty, staff, and students to travel to and from the University campuses. In unusual situations, the University will extend the normal hours of operation of facilities and services to provide food and shelter for people unable to leave.
2. The decision to cancel some or all classes may be made separately from the decision to close a portion or all of the University. Factors contributing to the decision to cancel classes will be travel conditions, warnings provided by local agencies and availability of essential services. The decision to cancel classes or to close the University will be made by the President after consultation with the Senior Vice President for Academic Affairs, Vice Presidents, Deans and other Administrative representatives. The decision to cancel classes will be made with as much notice as possible.
3. The University may need to keep certain facilities operational even when classes are cancelled and when the University is closed. Some departments and services such as Central Utilities, University Police, Maintenance, Food Services, etc. may have to continue total or partial operations depending on the circumstances. It can be anticipated that some or all of the employees associated with essential services may be asked to remain at work or report in to work to provide emergency services. In addition, under emergency conditions, particular attention may need to be paid to certain research areas, including animal housing facilities.
4. Depending on the circumstances which gave cause for the cancellation of classes or closure, the streets leading to and from the University campuses may not be safe for normal travel. Faculty, staff and students will be encouraged to change their departure times should conditions worsen.

5. In emergency situations Administrative representatives will normally remain on campus; in their absence, University Police has the authority to manage University services and equipment as determined appropriate to provide essential services. In the event of a weather related emergency, the Facilities and Operations departments will be instructed at the earliest opportunity to begin clearing campus streets.
6. Cancelled examinations will be rescheduled or alternate arrangements will be made. Contact the appropriate Dean for procedures to follow in the event that closure will or has affected a final examination period.
7. When the University or part of the University is closed under this policy, University employees whose work areas are affected and are not deemed essential personnel to stay may receive administrative leave as to be determined by the President or designee.

Procedures

A. Notification of Cancellation of Classes

1. During normal Monday thru Friday hours:
 - a. The Senior Vice President for Academic Affairs will notify the applicable academic departments who will be affected by the cancellation of classes who will in turn advise all instructional staff.
 - b. The Vice President for Financial Affairs will notify the affected administrative departments, including University Police.
 - c. The University Public Relations department will prepare media notices and inform the local news media of the cancellation of classes and or the continuation of classes. In addition any University Information system will be updated and maintained by the Public Relations department throughout the duration of the incident.
 - d. University Police department will be responsible for monitoring street conditions, coordinating communications with local emergency agencies and securing campus facilities as needed.
2. At all other times:
 - a. University Police will notify the President, Senior Vice President for Academic Affairs, Vice President for Student Affairs, Public Relations Director, Vice President for Financial Affairs of the circumstances relating

to the cancellation of classes or University Closure.

- b. The University Public Relations department will prepare media notices and inform the local news media of the cancellation of classes and/ or the continuation of classes.
- c. Vice Presidents will be responsible for contacting their assigned department representatives and for initiating any required response activities.