

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Building Processes			NO. 3.10		
ISSUED December 4, 2007	REV.	REV.	REV.	REV.	REV.
POLICY Weather or Emergency Closings			PAGE 1	OF 1	

PURPOSE: To establish a protocol when the daily operation of the University results in closure or is curtailed as the result of serve weather conditions or other emergency conditions.

SOURCE: Skutt Student Center Advisory Board

POLICY: During serve weather conditions or if an emergency condition develops that necessitates closure or a delay in the opening of the University, the decision will made public as early as possible. The Public Relations Department will relay applicable information to the local news media. Clients are advised to listen to newscasts or call the University Weather Hotline (402) 280-5800, when serve weather conditions may effect the operation of the University.

A majority of the time and depending on the severity of the weather conditions the Skutt Student Center will make all reasonable attempts to open under limited operations with minimal staff. This will include available services in the building such as food service.

If emergency conditions develop during the work day, the decision to close will be made by the director or designatee and will be carried forward by Skutt Student Center staff members. Pertinent information will be conveyed to the clients so that an adjustment in the operation of the building can be made. Before an early closing will be authorized all scheduled events must be cancelled by the client or the Skutt Administrative staff must have been in contact with the client(s) and an agreement for cancellation has been arranged.

The reservations office will make every effort to assist displaced clients with rescheduling a lost event.

Note: This policy is general in nature and is not intended to replace the specific instructions given in the University's Emergency Procedure Manual.

Signature/Date
 Skutt Student Center Advisory Board Member

Signature/Date
 Vice President for Student Services or
 Designated Representative

[3.10WeatherEmergencyClosing]