

**FACILITY POLICY**  
**V. J. and Angela Skutt Student Center**  
**Harper Center for Student Life and Learning**

SECTION Facility Information			NO. 2.4		
ISSUED December 4, 2007	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Weather or Emergency Closings			PAGE OF 1 1		

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

**SOURCE:** Skutt Student Center Advisory Board and Harper Center for Student Life and Learning Administration

**POLICY:** During severe weather conditions or if an emergency condition develops that necessitates closure or a delay in the opening of the Skutt Student Center or Harper Center, the decision will be made public as early as possible. Students, staff and faculty will receive messages through the CU Alert system. 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 severe weather conditions may affect the operation of the University.

A majority of the time, depending on the severity of the weather conditions, the Skutt Student Center and Harper 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 and lounge spaces.

If emergency conditions develop during the work day, the decision to close will be made by the director or his or her designee of the Skutt and Harper Centers and will be carried forward by Skutt Student Center and Harper Center staff members. Pertinent information will be conveyed to the clients so that an adjustment in the operation of the building can be made.

The reservations and event planning 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*.

-----