

Policies of the University of North Texas	Chapter 12
10.2 Emergency Closures	Campus Safety and Security

Policy Statement.

It is the policy of the University of North Texas to remain open. However, emergency situations may require the university to alter the way it conducts normal business by restricting or suspending activities. In order to provide for the safety and well-being of the campus community and to continue critical operations, certain designated employees will need to report to work during an emergency.

Application of Policy.

Total University

Definitions

1. Campus community means all persons on campus who have university-related business.
2. Closure means any of the following types:
 - a. Class cancellation means course instructors may not require students to attend lectures, tests, or other sanctioned activities that require a physical presence on campus. Staff and faculty will continue operations.
 - b. Suspended operations means classes are cancelled and all campus offices are closed. Staff and faculty are encouraged to avoid campus. Essential employees must report to work if notified by their supervisors.
 - c. Total closure means all members of the campus community must evacuate and avoid campus.
3. Emergency means an incident or event, natural or human caused, that requires responsive actions to protect life, property, environment, or critical systems.
4. Essential employee means an employee who is essential to the operation of the university, whose absence would adversely affect the health and safety of the campus community or the viability of campus facilities and/or critical infrastructure.
5. Unit means any subdivision of the University, whether academic, administrative, or other subdivision which includes but is not limited to: centers, colleges, committees, departments, divisions, groups, institutes, programs, projects, and schools.

Procedures and Responsibilities.

1. A decision will be made regarding closure at the earliest possible opportunity. Depending on the circumstances, closure may mean class cancellation, suspended operations, or total closure. The official time of closing will be determined when making the decision to close.

Responsible Party: President or designee and/or Chief of Police or designee

2. University Relations, Communications and Marketing, UNT Police Department, Risk Management Services, or other designated unit is responsible for notifying the campus community of any closure decisions. Notification will include at a minimum the type of closure and the official time of closing. Unit supervisors are responsible for facilitating this notification within their units.

Responsible Party: University Relations, Communications and Marketing, UNT Police Department, Risk Management Services, or other designated unit

3. Certain units will remain open during a suspension of normal operations. These include:
 - UNT Police Department
 - Telephone operators
 - Health Center
 - Housing and Dining Services
 - Essential services staff of the Facilities administration
 - Other essential services determined by each Vice President

Supervisors in these units will provide advance notice to their staff that they have been designated as essential employees. A letter will be provided to essential employees notifying them of this designation. Additionally, the designation will be noted in the employee's job description. When a closure has been announced, unit supervisors will communicate to their essential employees whether they must report to work.

Responsible Party: Unit supervisors

4. If an essential employee who is required to work cannot report during a closure, then the employee must contact his or her unit supervisor as soon as possible. Failure to report to work during a closure may result in disciplinary action, where appropriate, at the discretion of the unit supervisor.

Responsible Party: University employees

5. Unit supervisors are to ensure that time records during a closure are completed in accordance with federal and state law and current UNT policy regarding time keeping.

Responsible Party: Unit supervisors

6. Special events may continue during class cancellation or suspended operations to the extent they do not put at risk participants, observers, or any other person affiliated with the event. Decisions regarding continuing or cancelling special events will be made in coordination between the event organizer and UNTPD.

Responsible Party: UNTPD and special event organizers

References and Cross-References.

1. Fair Labor Standards Act
2. UNT Policy 1.4.4, Emergency/Administrative Leave
3. UNT Policy 1.4.2, Compensatory Leave and Overtime
4. UNT Policy 1.2.7, Office and Working Hours

Forms and Tools.

Notification of Essential Employee Status Designation Letter

Approved: 8/83

Effective:

Revised: 8/94; 5/99; 6/00; 12/00; 10/02; 7/03; 12/04; 5/11*

*Format Only