

## **Campus Closure Procedures**

If the President or his designee decides to close the campus because of an emergency situation, the following will occur:

1. Administrators, Directors, and Deans will be notified of the decision to close the campus.
  - These individuals will call those who report directly to them, and in turn, they will call their department heads and other key personnel to relay appropriate information.
2. Facilities Maintenance and Campus Police personnel will post barricades/signs at entrances to campus to prevent unauthorized access to campus.
  - All campus roads, with the exception of an emergency access route, will be used for campus egress.
3. The campus community will then be notified of the campus closure.
  - The campus Public Information Officer will prepare a statement to be given to the campus community.
  - Teams of campus officials will be assigned for classroom notifications and building closures.
4. After all campus parking lots are emptied and all campus buildings have been cleared and secured, with the exception of authorized personnel, the campus will be declared closed.