



UNIVERSITY of  
DENVER

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POLICY MANUAL  
INCLEMENT WEATHER**

**Responsible Department:** Provost, Human Resources and Inclusive Community, Facilities Management, and Department of Campus Safety

**Recommended By:** Provost, VC Business and Financial Affairs

**Approved By:** Chancellor

**Policy Number**

1.10.030

**Effective Date**

6/8/2018

**I. INTRODUCTION**

Occasionally, severe storms affect the University. While these storms happen infrequently, it is every individual’s responsibility to be aware of the possibility that an unexpected severe weather system may affect the campus at any time. Individuals should know how to respond immediately if necessary.

Sometimes severe storms may create such a hazard that the University makes a decision to close and cancel operations for a period of time. This will occur only after the Provost or his/her designee has consulted with the Associate Vice Chancellor of Facilities Planning and Management, Vice Chancellor of Business and Financial Affairs, Vice Chancellor of Human Resources and Inclusive Community, Director of Campus Safety and Vice Chancellor of Communications and Marketing, or their designees to determine if closure is the appropriate step given the circumstances. Severe weather that may cause a closure includes, but is not limited to, snow, tornadoes, lightening, hail, ice, and heavy rain.

**II. POLICY OVERVIEW**

As stated in Process Overview.

**III. PROCESS OVERVIEW**

**A. Full Day Closure**

In the event a major storm is anticipated, Associate Vice Chancellor of Facilities Planning and Management, Vice Chancellor of Business and Financial Affairs, Vice Chancellor of Human Resources and Inclusive Community, Director of Campus Safety, Vice Chancellor of Communications and Marketing and the Provost or their designees, will hold a conference call the afternoon before the storm to pre-plan for an early morning conference call to discuss the weather, road conditions and conditions on

campus to determine if closure is warranted.

If a storm occurs during the night that was not anticipated the participants listed above will receive a text message from the Provost prior to the morning conference call requesting they join the upcoming call. If it is determined that a closure is appropriate, Campus Safety will disseminate that decision via The Emergency Notification System and by Marketing and Communication through the DU website, Twitter and Facebook. Marketing and Communications will also notify the other media outlets of the closure.

## **B. Mid-day Closure**

In the event a storm occurs during the day that creates conditions that may warrant an early closure, the Provost or his/her designee may request a severe weather conference call with the Associate Vice Chancellor of Facilities Planning and Management, Vice Chancellor of Business and Financial Affairs, Vice Chancellor of Human Resources and Inclusive Community, Director of Campus Safety, Vice Chancellor of Communications and Marketing or their designees, to discuss current conditions. If it is determined that a mid-day is appropriate Campus Safety will disseminate that decision via The Emergency Notification System and by Marketing and Communication through the DU website, Twitter and Facebook. Marketing and Communications will also notify the other media outlets of the closure.

In general, closing will be for the calendar day that the decision was announced on which will include all evening and special classes. If a closing needs to be extended into additional days, separate announcements will be made on each day.

## **IV. DEFINITIONS**

None