

## **Inclement Weather**

Updated: 8/31/2016

### **Purpose**

To provide guidance regarding campus standard decision practice to close or delay open of the campus due to severe weather or other weather related conditions.

### **Policy**

The President shall make the decision to close the University due to inclement weather. In the absence of the President, the decision to close University offices and suspend classes will be made by the Executive Vice President.

### **Procedures**

Any decision to close or delay open of The University of Texas at El Paso during severe weather will be made after several factors are considered, including current and forecasted weather conditions, street conditions and any decision made by the major public school districts to cancel classes. Information concerning weather, road conditions and the status of the University campus physical facilities will be gathered by the Assistant Vice President for Environmental Health and Safety and transmitted to the President.

### **Notification of Inclement Weather Conditions:**

If a decision is made by the President to close the University, the Provost and Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Student Affairs, the Vice President for Institutional Advancement, the Vice President for Research and Sponsored Projects, University Communications Office, and the University Police Department will be notified immediately by the Executive Vice President. The Vice Presidents will assume responsibility for notifying key supervisory personnel in their respective divisions.

The Director of University Communications will notify all local news media. Every effort will be made to notify area television and radio stations no later than 6:00 a.m. if the University is to be closed for all or part of the day. An associated notification will be made to the University by means of the MinerAlert text messaging system.

Inquiries regarding closure of the University during periods of extreme weather should be directed to the University Police Department or University Communications Office.

### **Absence during Inclement Weather when the University does NOT close for business:**

During periods of severe weather, members of the faculty or staff who cannot travel safely are expected to notify their Department Chair or Director by phone. When the University is open, all faculty and staff members are expected to make a reasonable effort to meet their assigned responsibilities.

For guidance on leave taken for inclement weather when the University remains open, please consult the Human Resource Services Leave Procedure Module.

**Applicability**

This policy applies to all departments of the University, with exception to specifically identified Facilities Services and Police Department personnel that must staff for 'make safe' operations during adverse conditions.

**Responsible Party**

Assistant Vice President for EH&S