

**UAR Number:** 124.02  
**Title:** Procedures for Closing of School Due to Hazardous Weather  
**Originator:** Provost and Vice President for Academic Affairs  
**Initial Adoption:** 4/15/1997  
**Revision Dates:** 08/09/2010  
**Purpose:** To outline the procedures to be used for the closing of school due to hazardous weather.  
**Procedural References:** BOR - PG-51  
**Scope (Who Is Covered By This UAR?):** Morehead State University faculty, staff, and students  
**Description:**

**CONDITION DESCRIPTION:** Hazardous weather conditions which might affect the opening or closing of the University, or the cancellation of classes or university-sponsored events at both on-campus and off-campus locations.

#### **I. ON-CAMPUS CLASSES AND ACTIVITIES:**

It will be the responsibility of the MSU Chief of Police to advise the Provost and Vice President for Academic Affairs of forecasted or existing hazardous weather or road conditions which could necessitate the cancellation of on-campus classes and activities or the possible closing of the University. The MSU Chief of Police will keep the Provost and Vice President for Academic Affairs informed when hazardous conditions develop. It will be the decision of the Provost and Vice President for Academic Affairs in collaboration with the appropriate personnel, to cancel classes and activities or close the University when such conditions exist.

#### **II. OFF-CAMPUS CLASSES:**

It will be the responsibility of the Associate Vice President for Academic Outreach & Support to coordinate with the MSU Chief of MSU Police in order to identify forecasted or existing hazardous weather and road conditions which could necessitate the cancellation of off-campus classes and events. The Associate Vice President for Academic Affairs will be responsible for contacting each Director of MSU's Regional Campus Centers and to contact persons at other locations where University classes and off-campus events are conducted regarding weather and road conditions. The Associate Vice President for Academic Affairs and the MSU Chief of Police shall also contact the National Weather Service at Jackson and the Kentucky State Police regarding existing and forecasted weather and road conditions.

Classes will normally be canceled when local conditions have forced the community and technical colleges and locations utilized by the University to close. After a determination of forecasted or existing hazardous weather or road conditions that would force cancellation of an off-campus class or activity, the Associate Vice President for Academic Affairs will inform the Provost and Vice President for Academic Affairs of off-campus cancellations.

If severe weather occurs suddenly after regular business hours (after 4:30 p.m. M-F or on weekends), each Regional Campus Director has the authority to cancel classes and close their Center. Regional Campus Center Directors will inform the Associate Vice President for Academic Affairs of the cancellation immediately after attending to the safety of the individuals at their Center. The Associate Vice President for Academic Affairs will notify the Provost and the MSU Chief of Police of the cancellation of classes at their facility.

### **III. NOTIFICATION:**

The MSU Police Department will coordinate the release of information with the Office of Communications and Marketing and the Associate Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will be responsible for notifying the President and other Vice Presidents of the cancellation of on-campus classes and activities.

Approved by: Wayne D. Andrews, President Date: 8/17/2010