

Policy Number	Subject	Effective Date	Revised Date
14.0010P	Closing the University During Emergency Conditions	9/24/02	
Responsible Division / Department: President's Office			
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

During emergencies it may be necessary to close all or parts of the University of North Florida campus to ensure the safety of University students and staff, as well as other individuals who may have occasion to be on the University of North Florida campus. This policy provides the authority to close the University under such circumstances.

II. STATEMENT OF POLICY

In cases of emergencies or related conditions the President of the University shall have the authority to close all or portions of the University and its campus. In making such a decision the President will also determine particular groups of employees, if any, who should remain on campus to provide essential services. All other employees will be given paid administrative leave for the time period during which the campus is closed.

III. STATEMENT OF PROCEDURES

In consultation with key members of the UNF Crisis Management Team, the President will monitor emergency conditions, which may affect the safety of the University campus. When such conditions rise to the level where individuals on part or all of the campus may be put at danger, the President will notify the Campus Police, the Office of News and Publications, and each of the divisions that report to the President's Office with a request that notifications be sent out about the closing of campus or a portion of the campus. The President's Office will notify the members of the University Board of Trustees, local agencies including other educational institutions, and the Division of Colleges and Universities of any such closing. To the degree possible, this notification should also include information on when the campus may reopen, or how this information will be conveyed to interested parties when a time for reopening the campus can be determined.

In addition, the President also has the authority to require particular groups of employees to remain on campus to help provide essential services. These employees will be notified by their supervisors of the need for them to remain on campus.

Formerly 9-3.001, 1.013