

Guidelines for Establishing Levels of Closures in Case of a Campus Emergency

Levels of closure¹

There are basically three levels of closure that may require releasing non-essential personnel. The examples below are an attempt to define increasing levels of urgency. In the end, the nature of the emergency will determine what services should continue and who is then essential to the continued operation of the campus. The distinction between the levels described below is blurred by the specifics of the circumstance at hand. The following is offered as a general guideline.

Level I. Classes Dismissed: Non-instructional day, all other services open

Examples: snow day, recognition of a local or national incident

On duty: all staff and administrators

On Call: those notified by supervisors who are among those kept

Release: students and faculty

Level II. Campus Closure: Inability to conduct business

Examples: complete loss of power; response to a local or national incident; President issues directive to release non-essential personnel; or Governor issues state of emergency.

On duty: essential management and essential core, residence hall occupants

On call: those notified by supervisors who are among those kept

Release: all faculty, all off-campus students and all other staff

Level III. Extreme Emergency: Direct threat to health or safety of the campus

Examples: actual incident affecting this campus, such as a plane crash on campus; air or water contaminated; infectious disease with high mortality rate or virulence

Emergency Operations Center is activated. Provisions for emergency pay are activated.

On duty: essential core

On Call: essential management

Release: all other staff and EM, all faculty and students, including evacuation of the residence halls

¹ As established by the Crisis Management Preparedness Team (CMPT), September 2009