



**Effective:** Immediately  
**Last Revised:** September 2019

**Responsible University Office:**  
*Business and Finance*

**Responsible University Administrator:**  
*Vice Chancellor of Business and Finance*

**Policy Contact:**  
*Chief Jim Davis*  
*UNK Police*

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## Class Cancellation/ Inclement Weather Notification

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### Scope

The purpose of this policy is to establish a process by which the university may close its operation in response to inclement weather or emergencies.

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### Policy Statement

In the event of a severe weather event that could affect student and/or employee access to the University, the Chancellor, or his/her designee, will decide when the university shall be closed or classes canceled.

If you feel it is unsafe in your area to travel to class or work, you should not travel, regardless of whether classes are canceled.

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### Reason for Policy

Class closings are the decision of the University administration. In the event of severe weather, every effort will be made to announce day classes and office closings by 6:30

a.m. Every effort will be made to announce Night and off-campus class by 1:00 p.m. (Night classes and events will be those classes and events scheduled to begin at 5:00 p.m. or later).

When the determination has been made to close the university, this closure will apply to all offices, the Child Development Center, classes, activities and events. (Employees please see Inclement Weather Leave Policy)

Commuter students are asked to use their own judgment as to whether to drive when roads are hazardous in their area but clear in Kearney.

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## Procedures

The Vice Chancellor for Business and Finance will contact the Director of Facilities and the Director of UNK Police to determine conditions and weather information. The information will be reviewed with the Chancellor.

The decision to close the university will be forwarded to the Director of Facilities, Director of UNK Police and the Senior Director for Communications and Marketing.

UNK Police shall issue a closing announcement via UNK Alert to all subscribers within the UNK campus community.

The Sr Director for Communications and Marketing will contact the media.

Media includes local radio and television, and social media sites.

A closing notification will be placed on the UNK website at <http://www.unk.edu>.

The Nebraskan Union Office will place a message on the switchboard.

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## Additional Contacts

<b><i>Subject</i></b>	<b><i>Contact</i></b>	<b><i>Phone</i></b>	<b><i>Email</i></b>
<b>Jon Watts</b>	<b>Vice Chancellor B&amp;F</b>	<b>865-8205</b>	<b>wattsjc@unk.edu</b>
<b>Lee McQueen</b>	<b>Director Facilities</b>	<b>865-1700</b>	<b>mcqueenlv@unk.edu</b>
<b>Todd Gottula</b>	<b>Sr Dir Comm/Mktg</b>	<b>865-8454</b>	<b>gottulatm@unk.edu</b>
<b>Jim Davis</b>	<b>Police Chief</b>	<b>865-8911</b>	<b>davisjf@unk.edu</b>

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## History