University of Missouri–St. Louis
Campus Closure Procedures for Inclement Weather or Utility Outages
November 2020

Inclement Weather Closures

1. The campus is open unless, and until, an announcement is made that the campus is closed. The campus includes UMSL at Grand Center, RCEW, the Computer Education & Training (West County) Center and all Optometry clinics. Personnel at various community college locations follow the policies and procedures in effect at those locations.

2. The Chancellor (or UM System President) makes the decision to close the campus based on input from appropriate personnel (usually the Vice Chancellor of Finance and Administration, Police Chief and Grounds Department). The closure may include day, day and evening, evening only or a delayed opening or early closure—all based on weather conditions. The Chancellor decides the appropriate course of action and the Vice Chancellor of Finance and Administration relays this information to the Police Chief. The Chief then notifies the Assistant Vice Chancellor of Marketing and Communications or their designee, thus initiating the release of public information about the closure.

3. The two most common types of closings are:

   - **Day and evening closing**: Prior to the start of a day (8 A.M.), a decision will be made to close the campus. All day and evening activities will be canceled. This decision normally will be made no later than 5 A.M. the day in question.

   - **Immediate or evening closing**: During the day, a decision is made to close the campus either immediately or for the evening. All evening activities will be canceled. (Note: Evening classes are those that begin at, or after, 4:15 P.M.) This decision will normally be made no later than 2 P.M. the day in question.

   Closings are made with many factors in mind including, but not limited to:
   - Road and travel conditions
   - Weather forecasts
   - Time frame for Grounds Department to clear roads and walks on campus

4. Unit managers have the authority to permit individual staff employees to leave the campus as circumstances warrant, but employees must properly account for departures prior to the campus being closed. For further information or
clarification, please contact the Office of Human Resources.

5. Some personnel in selected units must work even when the campus is closed. Examples include police, grounds, physical plant and St. Louis Public Radio.

6. Marketing and Communications will send a university-wide Campus Alert via text and email as well as notify five news media outlets of a weather-related closing—KWMU (90.7 FM), KMOX (1120 AM), KTVI (Channel 2), KMOV (Channel 4) and KSDK (Channel 5).

7. Marketing and Communications will post campus-closure messages on the university's main social media accounts and on the university's homepage.

8. Day and evening closing announcements will normally be made by 6 A.M. Evening closing announcements will normally be made by 3 P.M. Marketing and Communications will use the Emergency Notification System to send both a text and an email for these announcements.

9. The core announcements are:

Day and Evening Closure:
UMSL Alerts – University of Missouri–St. Louis will suspend all on-campus operations at TIME/effective immediately today, MONTH/DATE, due to inclement weather. All on-campus activities beginning at or after TIME are canceled. Classes will shift to remote instruction and employees will shift to remote work. For information on how winter weather is affecting any off-campus activities, including clinics, meetings or conferences, please refer to the host location. On-campus food service operations will be limited to Provincial House Dining Hall. Please refer to the homepages of the Department of Athletics and Touhill Performing Arts Center for further information on their respective activities or events.

Immediate or Evening Closure:
UMSL Alerts – University of Missouri–St. Louis will suspend all on-campus operations at TIME/effective immediately today, MONTH/DATE, due to inclement weather. All on-campus activities beginning at or after TIME are canceled. Classes will shift to remote instruction and employees will shift to remote work. For information on how winter weather is affecting any off-campus activities, including clinics, meetings or conferences, please refer to the host location. On-campus food service operations will be limited to Provincial House Dining Hall. Please refer to the homepages of the Department of Athletics and Touhill Performing Arts Center for further information on their respective activities or events.

If there are times when the Vice Chancellor of Finance and Administration is not available, the Chancellor will be notified of weather conditions directly from the Police Chief based on the information gathered by the team.

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Pre-planned Utility/Operational Outages

1. Facilities Management has the need to interrupt various utilities or operations from time to time. When this need arises, they will give as much advance notice as possible to the affected portion of campus and will attempt to give timeframes for the outages.

2. For sensitive areas including laboratories, IT, police department, Residential Life etc. a member of their staff will work in advance with the appropriate stakeholders concerning scheduling and the potential impact the outage will produce. Environmental Health and Safety works in conjunction with building stakeholders on a regular basis.

Unplanned Utility/Operational Outages

1. When an unplanned outage occurs, Facilities Management will work to assess the issue and ensure that campus notification is made to the affected portion of campus. The Executive Director of Facilities Management or their designee will communicate with the Chancellor, who in turn, will make decisions concerning closures or alterations in hours of operation for the campus.

2. This messaging will go out from Marketing and Communications through the Emergency Notification System in the form of a text and an email.

3. As the extent of the outage and timetables for restoration become clearer, messages will be sent as needed to keep the campus updated.

4. Core announcements that Marketing and Communications will use for unplanned outages are:

   **Full Closure**
   UMSL Alerts – Effective immediately, the University of Missouri–St. Louis will suspend all on–campus operations, MONTH/DATE, due to a XXXX outage. Crews are working on repair efforts. All on–campus activities are canceled. Classes will shift to remote instruction and employees will shift to remote work. For information on closures affecting off–campus activities including classes, clinics and conferences, please refer to the host location. On–campus food service operations will be limited to Provincial House Dining Hall. Please refer to the homepages of the Department of Athletics and Touhill Performing Arts Center for further information on their respective activities or events.

   **Partial Closure**
   UMSL Alerts – Effective immediately, the NORTH/SOUTH Campus of the University of Missouri–St. Louis will suspend all on–campus operations, MONTH/DATE, due to a XXXX outage. Crews are working on repair efforts. All on–campus activities on the NORTH/SOUTH Campus are canceled. Classes will shift to remote instruction and employees will shift to remote work. For information on closures affecting off–campus activities including classes, clinics and conferences, please refer to the host location. Please refer to the homepages of the Department of Athletics and Touhill Performing Arts Center for further information on their respective activities or events.

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Guidelines for Outages Resulting in Building Closures are as follows:

1. **Electrical Power**

   If electrical power has not been restored within 30 minutes after a failure, any affected building(s) will be closed. (Note: Shore-Tel telephones will have power for a total of 45 minutes through power over Ethernet with UPS systems that backup switches in wiring closets. Likewise, battery powered backup emergency exit lighting provides only limited illumination for immediate egress.)

2. **Heating or Cooling**

   If heating or cooling service has not been restored within four hours after a failure and if the outside ambient air temperature is outside of or is forecasted to be outside of the range between 50 and 90 degrees Fahrenheit, any affected building(s) will be closed.

3. **Sewer**

   If sewer service has not been restored within two hours after a failure, any affected building(s) will be closed.

4. **Water**

   If water service has not been restored within two hours after a failure, any affected building(s) will be closed.

Guidelines for Outages Not Resulting in Building Closures are as follows:

1. **Elevators**

   Buildings are not closed due to an elevator failure. Facilities Services personnel will notify key campus units, e.g., Disability Access Services, the Office of Equal Opportunity and Diversity and Human Resources.

2. **Hot Water**

   Buildings are not closed due to the lack of hot water.

3. **Network Connectivity**

   Buildings are not closed due to the lack of network connectivity. Individual unit managers should consult with Human Resources only if employees are unable to perform primary or alternate job duties due to a lack of network connectivity or if employees cannot be relocated to an alternate workplace.

4. **Telephones**

   Buildings are not closed due to the lack of telephone service. Individual unit managers
should consult with Human Resources only if employees are unable to perform primary or alternate job duties due to a lack of telephone service or if employees cannot be relocated to an alternate workplace.

Other Considerations

1. The above building procedures do not apply in the case of a state of emergency (e.g. tornado or earthquake). In such cases, an immediate evacuation of any affected building may be warranted depending upon the extent of the damage.

2. When a building is closed, all classes and other events scheduled in the building are canceled.

3. Some entities on campus (e.g. Child Development Center, PCC Building) require about two hours to close since they frequently have to wait on customers.

4. Touhill and Athletics maintain a schedule separate from the campus closure notice therefore our notices need to continue adding this disclaimer at the bottom of the message.

5. Normally, when the campus closes, services used by the public also close such as the Rec and Wellness Center, PCC (although patients will need time if in a procedure when the announcement is made), MSC events, JC Penney events.

6. A decision to close should be made and announced as early as possible to avoid a shift of persons from arriving at work only to have to leave.

7. If possible, a consultation with HR can be helpful prior to closing the campus during the day after initially opening it. This may assist with alignment of closures to work shifts when possible.

8. Snow and ice removal is more difficult for Grounds to accomplish when the campus is open and cars travel on roads and lots.