Texas Woman's University
University Policy Manual

Policy Name: Inclement Weather/Emergency Conditions
Policy Number: 2.02
Date Passed: September 1989
Date Reviewed: April 2012
Next Review: April 2015
Signed By: Chancellor and President

DENTON CAMPUS AND DALLAS CENTER

The safety of students and University employees is of utmost concern to Texas Woman's University. When extreme weather conditions occur, a decision may be made to close or delay opening the University. This policy covers the procedures for closing or delaying opening of the University. It is recognized that University officials may have little or no information concerning weather conditions in some areas in which students, faculty, and staff reside. Individuals should exercise prudent decision making about whether or not it is safe for them to travel to campus.

When extreme weather conditions prevent the majority of TWU students, faculty, and staff from gaining access to the Denton campus or Dallas Center, the University will close offices and cancel classes at those locations. When it is necessary to close the Denton campus because of inclement weather, the campuses at the Dallas Center will also be closed.

The TWU Department of Public Safety at the Denton campus will determine if inclement weather has caused frozen streets or other hazardous conditions in the Denton/Dallas/Fort Worth area. The Director of Public Safety will consult with other local police agencies and the National Weather Service and provide all relevant information to the Vice President for Finance and Administration. This Vice President will recommend a course of action to the Chancellor.

The official decision to be closed or delay opening will be made by the Chancellor who will authorize the Vice President for Finance and Administration to inform the other Vice Presidents, and the Office of the Associate Vice President for Marketing and Communication. The Associate Vice President for Marketing and Communication will immediately notify the news media and the University voice mail coordinator, who will place the closure or delayed opening announcement on the appropriate general information number and the weather closure numbers that are listed in this policy.

The Vice Presidents and Provost will assume responsibility for notifying their staff administrators. Each Vice President should determine his/her own chain of command for the communication of such information. In the event that the Chancellor cannot be reached, the Vice President for Finance and Administration will make the official decision. If the Vice President for Finance and Administration is unavailable, the Provost and Vice President for Academic Affairs will make the official decision.
It is expected that, whenever feasible, the decision to close the University in Denton and Dallas will be made by 5:30 a.m. or earlier each day, Monday through Saturday. Employees of the University should listen to local and metroplex radio and television stations for the announcement (KVIL, KERA, WBAP, KDMX, KISS, and KZPS; television channels 4, 5, 8, 11 and cable channel 25 in Denton or their websites). Closing or delayed opening announcements can also be accessed by calling individual voice mailboxes or by calling the general information number 940/898-2000. The Pioneer Alert System will also broadcast closing or delayed opening announcements.

Weather closure numbers for the Denton and the Dallas Centers:

<table>
<thead>
<tr>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denton (main campus)</td>
<td>940/898-3430</td>
</tr>
<tr>
<td>Dallas Centers</td>
<td>214/689-6631</td>
</tr>
</tbody>
</table>

If the University is closed or has a delayed opening, each department, college or school should change the message on main office numbers to reflect closure or delayed opening information.

**HOUSTON CENTER**

The Director of Public Safety will recommend closing to the Vice President for Finance and Administration, depending on the weather conditions in that area. The official decision to close or delay opening will be made by the Vice President for Finance and Administration and communicated to the Campus Manager. The Vice President for Finance and Administration will notify the Campus Manager of the decision to close or delay opening at the Houston Center, the Campus Manager will notify all staff administrators who will assume responsibility for notifying members of their staff. Each office number should have, on its voice mail, information pertaining to the Center's closing or delayed opening.

Notice to the Houston area local radio and television stations will be arranged by the Campus Manager. The Campus Manager will also place the closing/delayed opening information on the Houston Center voice mail number (713/794-2310). The Pioneer Alert System will also broadcast closing or delayed opening announcements.

It is expected that, whenever feasible, the decision to close the University in Houston will be made by 5:30 a.m. or earlier each day, Monday through Saturday. Employees of the University should listen to local and metroplex radio and television stations for the announcement (KTRH, KUHF, KHMX, KKRW, KLOL, and KTBZ; television channels 2, 11, 13, 20, 26, and 39 or their websites). Closing or delayed opening announcements can also be accessed by calling individual voice mailboxes or by calling the general information number 713/794-2000.

**REVIEW**

The Vice President for Finance and Administration will review this Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.