

**Sam Houston State University**  
**A Member of The Texas State University System**

**President's Office Policy PRE-07**

**CLOSING THE CAMPUS DUE TO EMERGENCIES**

To ensure the safety of students, faculty, and staff, the following procedure is to be followed when such safety is threatened by weather or other emergencies:

The senior police officer on duty will immediately notify the Director of University Police Department (UPD) or his/her designee when an emergency condition exists.

The Director of UPD or his/her designee will notify the Associate Vice President for Facilities Management if applicable based on the nature of the emergency condition.

The Director of UPD or his/her designee will notify the President of the university and make a recommendation concerning the closing of the campus.

The President will make the final decision about closing of the campus. When a decision is made to close the campus, the President will immediately notify members of the President's Cabinet and others who report directly to the President. Each of those individuals will notify the appropriate people within their areas of responsibility.

The Vice President for University Advancement (VPUA) will notify, as quickly as possible, the Associate Vice President for Marketing & Communications, who will carry out the appropriate notification procedures to the media in Huntsville, Houston, and surrounding areas.

The Vice President for Academic Affairs (VPAA) will notify, as quickly as possible, the appropriate individuals within his/her area of responsibility, including the academic deans. The deans, in turn, will notify, as quickly as possible, the academic department chairs, who will inform the faculty of the decision to cancel classes.

Reviewed by: Kathy Gilcrease, Chief of Staff  
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