

POLICY: Campus Closure Policy		POLICY NUMBER: AM-015-A1
		PREVIOUS/REPLACES: Safety Manual
APPROVED BY: Executive Committee	EFFECTIVE DATE AS OF: November 1, 2021	PRIOR VERSIONS: May 2016

1. Policy Statement

Campus President of Herzing College has ultimate responsibility for the closure of the campus and can delegate this authority as outlined in this policy. Herzing College will use a risk-based approach to determine whether to cancel classes, close specific facilities, or close the campus in response to significant snowfall, other severe adverse weather conditions, power failure, or similar emergencies. Decisions will be informed by external sources which may be reasonably available such as weather information or emergency alert.

2. Scope

This policy applies to all Herzing College staff, students, and any visitors to any of the Herzing College campuses.

3. Procedure

1. Closure During Normal Office Hours

- a. When closure occurs during normal office hours, students will be emailed or informed verbally. Notices will be placed on the Herzing College website, social media sites and on the main entrances to the Campus(es) and Herzing College digital screens. Department Heads are responsible for notifying persons in their department of the closure. Refer to Safety Manual.

2. Closure in Evening or After Hours

- a. Where closure happens outside of normal working hours, notification of the decision will be communicated via email, on the website, and on social media sites. In the event that ongoing weather situations exist, Herzing College will follow the lead of public post-secondary institutions in the area regarding further closures.

3. Closure Length

- a. Campus closures due to weather will usually be for the length of time as followed by other post-secondary institutions in the area. Closures because of utility interruption or HVAC failure will last until the service can be restored or the HVAC problem repaired. In the event of a fire the closure could be for an extended time, up to several months.

4. Responsibilities

- a. All staff, students, and any person related to Herzing College first and foremost are responsible for their safety and well-being. Being most knowledgeable of their own circumstances (i.e., health, remoteness, driving ability), they must make their own decisions regarding travel to and from any site.
- b. Department Heads and Managers have the responsibility to have emergency preparedness plans for their area, must be familiar with the plans for other areas, and for Herzing College overall. Refer to the Safety Manual.

5. Evacuation, Closure

- a. Should there be any circumstances when total evacuation is required all employees and students will be required to leave campus as directed. The campus evacuation procedure will be followed as detailed in the Safety Manual.

6. Alternative Provisions

- a. Herzing college has developed most of its programs to be delivered entirely online, so in the event of prolonged closure the educational process for all courses can continue for a period. For those programs with a need to attend labs for hands-on skill development and verification, it is expected that the premises would be ready to accommodate that activity before the students' scheduled graduation.

4. Administration

The Campus President will oversee the administration and enforcement of this policy.

5. Review

This policy will be reviewed as required by the Executive Committee in 2026.

6. Reference

- Safety Manual