1.0 INTRODUCTION

Certain emergency situations may require the entire university to be closed. Conditions under which the university may close include adverse weather which might endanger employees, students, or university facilities; major loss of utilities; or national crisis or emergency.

2.0 STATEMENT OF POLICY

2.1 The decision to close the entire university in the event of an emergency and, subsequently, to reopen may be made only by the Chancellor following consultation with the President of the University of Wisconsin System and/or the Secretary of the Board of Regents. In the Chancellor's absence, the Provost, followed by the established line of authority will make such decisions.

2.2 Emergency closing means that all of the university's instructional activities as well as designated support functions will be cancelled until the university reopens.

2.3 The closing of the university serves as the official signal to all supervisory personnel that staff under their immediate supervision are permitted to leave work due to the emergency circumstance unless the supervisor determines the need for the employee to assist in the emergency. All personnel policies dealing with the absence of an employee remain in force during the closing.

2.4 Once it has been determined to close the university the Critical Incident Response Team shall convene. The team will oversee all actions necessary to close and reopen the university.

2.5 If conditions are such that the Critical Incident Response Team cannot physically convene, the chair will use whatever means of communication necessary to initiate needed planning and notifications.

2.6 For anything short of closing the entire university, the decision rests with the Chancellor, after consultation with the division administrators. The decision will be communicated to the University Communications office, and they will inform the campus of the decision.

2.7 The right to cancel activities of individual units within the university
during times other than those addressed in Sections 2.1 through 2.6 continues to reside with the respective administrative/division heads of those units.

3.0 RESPONSIBILITIES OF THE CRITICAL INCIDENT RESPONSE TEAM

3.1 The Critical Incident Response Team (Appendices A and B) will oversee all actions associated with closing and reopening the university in emergency situations. The team will determine:

(a) the nature of the announcement to be issued to the university community, the local community, UW System and State officials, and other concerned persons and/or constituencies;
(b) facilities and services that are to be maintained;
(c) the staff required to remain on duty; and
(d) any necessary evacuation or safety measures.

4.0 PROCEDURES FOR IMPLEMENTATION

The Chancellor or designee must be informed immediately of a critical situation. The Chancellor will direct the Director of University Communications to implement the procedures as described in Appendix C.

5.0 REOPENING THE UNIVERSITY

5.1 The Chancellor or designee will decide when and under what conditions the university will reopen.

5.2 Announcements of the decision to reopen the university will be made through the Office of University Communications and the division administrators' communications networks, using the procedures described in Appendix C.

Appendix A
Appendix B
Appendix C
Appendix A. Composition of the Critical Incident Response Team Core members of the team are as follows:

- Chancellor
- Provost
- Vice Chancellor for Administrative and Student Life Services
- Vice Chancellor for University Advancement and Marketing
- Special Assistant to the Chancellor
- Director of University Communications
- Executive Director of Health and Safety
- Director of Police and Parking Services
- Chief Information Officer
- Director of Planning, Assessment, Research and Quality

See Appendix B for additional individuals that should be invited as needed.
Appendix B. UW-Stout Critical Incident Response Organization

Executive Policy Group
- Chancellor
- Provost
- Vice Chancellor ASLS
- VC University Advancement
- Special Assistant to the Chancellor
- Assoc. VC Provost Office

Incident Commander
- Exec. Dir. Health & Public Information
  - Univ. Communications
- Safety Officer
  - S&RM
- Liaison to Co EOC

Operations
- Univ. Police Chief
- Physical Plant
- Student Health
- CIO (Telecomm, IT)
- Dean of Students

Logistics
- Procurement
- Human Resources
- Physical Plant
- CIO

Planning
- Asst. VC of SLS
- Dean of Students
- Human Resources
- System Legal

Finance
- Controller
- Purchasing
- Bursar
- Human Resources

Additional Resources
- University Centers
- Housing
- Dining
- Sports & Fitness Complex
- Counseling Center
- College Deans
- Campus Card/ID
- Affirmative Action
- ROTC
- City PD
- City Fire
- City Public Works
- EMS
- Dunn Co Dispatch
- Dunn Co Emerg Mgmt
- Dunn Co Health
- American Red Cross
- Fleet Vehicles
Appendix C Procedures for Implementation

The Chancellor will direct the Director of University Communications to contact appropriate members of the Critical Incident Response Team and set up a meeting. The team will monitor conditions which caused the closing, maintain a safe and secure campus during the closing, and assure that all necessary actions are taken to restore the campus to normal operating conditions. The Director will prepare a report for the Chancellor summarizing the actions and underlying rationale for those actions, from the initial decision to close the university until the university has reopened.

The Office of University Communications will develop and issue the official public statement about the nature and extent of the university's emergency closing. University Communications will develop procedures for issuing the statement to:

- the Critical Incident Response Team
- appropriate UW System offices
- appropriate government offices
- news media
- other pertinent external constituencies

The administrators of the divisions of Academic & Student Affairs, Administrative and Student Life Services, as well as the Chancellor's Office, will distribute the statement on closing to all persons in their divisions through a predetermined emergency communication network.

Students living in campus residence halls will be notified through the communications network of the Housing Department of Student Life Services.

The Director of Police & Parking Services will coordinate the university's communications with all public protection agencies. The director will also assess all conditions and direct all operations related to the safety and protection of personnel and property.

The Director of Physical Plant is responsible during the emergency close-down period for taking actions necessary to protect, maintain, and operate the university's facilities.