



EMERGENCY CLOSURE POLICY

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| Approved By: | President's Cabinet |
| Date of Last Revision: | October 22, 2014 |
| Responsible Office/Department: | Public Safety Services - Allendale |

Students, faculty and staff should assume the university is open unless and until they are advised otherwise through the university's electronic notification system, or on the radio or television.

In the event of closure or class cancellation, every effort will be made to make the announcement no later than 6:30 AM for daytime classes and 3:00 PM for evening classes. **Cancellation and closure** mean different things:

- **Cancellation:** Classes will not be held. All staff are to report to work at their regular time.
- **Closure:** Classes and campus events will not be held. Only ESSENTIAL employees (see below) are to report to work.

Grand Valley State University will close all or part of its operations only in case of extreme emergency caused by impassible roads, restricted visibility, violent weather, energy loss, or other conditions seriously endangering the health and safety of students, faculty and staff.

When GVSU Allendale is closed because of weather-related conditions, the Pew Grand Rapids Campus and the Meijer Holland Campus will also close. However, even though GVSU Allendale is closed, the Annis Water Resources Institute (AWRI) and the Muskegon Innovation Hub in Muskegon may or may not close. The decision to remain open will be made separately, as these facilities host tenants, business events, and research functions not tied to Allendale operations.

When Muskegon Community College is closed, GVSU's classes in Muskegon are canceled and the office in the Stevenson Center for Higher Education will close. When Northwestern Michigan College in Traverse City is closed, GVSU's classes in Traverse City are canceled and the office in the NMC University Center will close.

Announcements of closing and cancellation will be made on the Grand Valley web home page www.gvsu.edu, on GVNOW at www.gvsu.edu/gvnow, and through the university's emergency notification system for email, voice, and text messaging. Notifications may also be heard on area radio and television stations. For a more detailed update on campus conditions and area roads, tune to the Grand Valley State television and radio stations, WGVU-FM 88.5, WGVU-AM 1480, WGVS-AM 850, WGVS-FM 95.3, WGVU-TV 35, and WGVK-TV52. Please do not call the university switchboard to seek closing or cancellation information.

When GVSU is **closed**, only **essential staff** are to report. Designated personnel in the following departments are deemed essential and are expected to report:

- **Department of Public Safety Services/Police Department**
- **Facilities Services**
- **Field House Management**
- **Food Service**
- **Housing**
- **Information Technology**
- **Library**
- **Pew Campus Operations**
- **Pew Campus Security**
- **WGVU Television and Radio**

Appointing officers have discretion to call in non-essential staff as circumstances may require.

University Criteria for Weather-related Cancellations or Closures

In evaluating whether to close for weather-related reasons, the following criteria are used: 1) the ability of the university's road crews to keep campus roads and parking lots cleared; 2) the conditions of primary and secondary roads in the area as reported by the Michigan Department of State Police as well by central dispatch authorities in Kent and Ottawa counties; and, 3) weather reports regarding the track of the storm and other conditions.

Because commuting students, faculty and staff come from such a broad geographic area, it is extremely difficult to arrive at a decision that is appropriate for each vicinity. Weather conditions rarely are uniform throughout this large area. There is no one decision that will satisfy everyone; however, a diligent effort is made to arrive at a reasonable decision that considers the safety of students as well as their right to receive instruction. Under no circumstances does GVSU ask students, faculty or staff to assume undue risk in traveling to class in inclement weather.

Rescheduling Final Exams Affected by Cancellation or Closure

In the event that a closure or cancellation would involve a specified exam day, those exams affected would be held on the next available day after the exam week has concluded. For example, if a Tuesday exam day were affected, the next available day after the conclusion of the exam week would be Saturday. If two exam days were affected, i.e. Wednesday and Thursday, Wednesday's exam would take place on Saturday and Thursday's exam would be the following Monday.

Overnight Parking Restrictions

The Grand Valley Traffic and Parking Ordinance prohibits overnight parking between the hours of 3:00 A.M. and 7:00 A.M. in any area other than residential lots except with prior permission of the Chief of Police. Overnight parking is allowed only in residential lots and requires a Resident Permit or a Temporary Resident Permit issued by Grand Valley Police Department or the Pew Campus Security office. During snow removal periods, any vehicle found to be in violation of the Grand Valley Traffic and Parking Ordinance is subject to impoundment.

Questions about parking should be referred to Public Safety Services at (616) 331-3255 or Pew Campus Security at (616) 331-6677.

Overnight parking is prohibited at all Grand Valley regional operations except with permission from the Pew Campus Security Office at (616) 331-6677; this regulation applies to the Holland Meijer Campus, and to AWRI and MAREC in Muskegon. Parking at Muskegon Community College and Northwestern Michigan College is governed by those institutions.