



INDIANA UNIVERSITY  
NORTHWEST

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**OFFICE OF ADMINISTRATION**  
Executive Director, Facilities & Operations

**Severe Weather Emergency  
Class Cancellation and/or Closing Procedure**

*Last Updated: November, 2019*

**THE CAMPUS WILL OBSERVE THE FOLLOWING PROCEDURE IN THE EVENT  
OF AN EMERGENCY CLASS CANCELLATION AND/OR CLOSING:**

Indiana University Northwest is committed to providing the campus community a safe, comfortable learning and working environment. While it is the policy of the University to be running during normal operating hours, it is also recognized that there may be occasions, particularly during the winter months, when snow, ice, and/or extreme temperatures may require the campus Chancellor, or designee, to cancel classes and/or close the campus. Effectively immediately, the campus will utilize the following decision-making process:

**SEVERE WEATHER: 10 p.m. – 5 a.m.**

***IF THERE IS SNOW or SEVERE WEATHER DURING THE NIGHT:*** the Chief of Police, or designee, will call the Executive Director of Facilities & Operations by approximately 4:30 a.m. CST, after consultation with:

- The Weather Bureau for projected additional snowfall or severe weather
- Facilities Services and or IUPD Northwest for current condition of the parking lots
- State Police for road conditions

The Executive Director of Facilities & Operations will contact the Chancellor, or designee, by approximately 4:30 a.m. and provide: the latest weather information, the condition of campus parking lots and sidewalks, and a general assessment of local streets and area state and interstate highways. After consultation with the Chancellor or designee, should the decision be made to cancel classes and/or close the campus for all or part of the day, the Executive Director will contact the Police Chief, or designee, and the Director of Marketing & Communications, or designee.

Campus notification will occur via IU NOTIFY's community outreach function, which will be launched by the Director of Marketing & Communications, or designee, and which is capable of providing, after launch, near instantaneous notification to the IU Northwest community by telephone, email, text message, social media and website posts. The director, or designee, will also notify the appropriate radio and television stations. Every effort will be made to submit that information to the media by 6 a.m. The Police Chief will contact University Police dispatch. Upon receiving his IU Notify information, the Director of Admissions, or designee, will modify the campus switchboard voice mail greeting.

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## **SEVERE WEATHER: 5 a.m. – 10 p.m.**

***IF IT SNOWS OR THERE IS SEVERE WEATHER DURING THE DAY***, the Chief of Police, or designee, will gather the same data from Facilities Services, State Police and the Weather Bureau. The Executive Director of Facilities & Operations will follow the process described above. Should a decision be made to cancel classes and/or close the campus “early,” the procedure noted above will be followed.

The Director of Marketing & Communications, or designee, will launch IU Notify and notify the media. If evening classes need to be canceled, every effort will be made to submit that information to the campus and media by 3 p.m. If the Executive Director of Facilities & Operations is away from the campus and unavailable, the Police Chief will confer with the Vice Chancellor of Student Affairs & Enrollment Management, and they will follow the same procedure described above.

Administrators will generally stay at the campus until they are reasonably sure most incoming calls have been handled, and students and faculty are safely on their way. The Director of Admissions, or designee, will arrange to have a message about class cancellation and/or closing included on the campus switchboard voice mail greeting. Relevant administrators should put a message on their voice mail so that callers have accurate information.

A list of media sources you can consult to obtain information about IU Northwest weather-related class cancellations and/or closings is attached to this memo and is available at the following website:

<https://www.iun.edu/emergency/closing-information/index.htm>

### **NOTE:**

***The Chancellor, or designee, may elect to cancel classes, rather than to close the campus. In such cases, classes are not held, but campus employees remain in work status. The cancellation of classes does not mean that the campus is closed. Closing the campus is a specific action of the Chancellor separate from a decision to cancel classes.***

Best Regards,

***Andy Kapocius, MBA, CFM***

#### ***Service Philosophy***

*As members of a student-centered campus, we make the commitment to provide friendly, knowledgeable customer service and assistance in support of the University's Shared Vision, Values, and Strategic Outcomes*

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