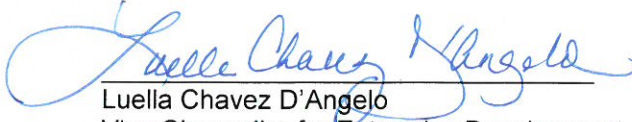


Facility Closure Policy

Effective Date: November 16, 2016

Approved by:


Luella Chavez D'Angelo
Vice Chancellor for Enterprise Development
CU South Denver

I. Introduction

The mission of CU South Denver is broad, spanning higher education programs and courses, K12 education programs and group visits, and community events and rentals, many with catering needs. On any given day, a diverse set of patrons are present in the building as early as 7 a.m. and as late as 11 p.m. The facility is closed on Thanksgiving Day and Christmas Day, but otherwise is open year-round including weekends.

In addition, CU South Denver is located in Douglas County in the south metro region of Denver. This area is approximately 15 miles south of the CU Denver downtown campus and CU Anschutz Medical Campus in Aurora. At an elevation of approximately 5900 feet, inclement weather is distinct in this region, often more intense than what is experienced in Denver and Aurora.

Given these factors, CU South Denver must occasionally close the facility independently of CU Denver | Anschutz in the event of inclement weather or in an emergency or a threat to the building. This policy describes the process for closing the building or delaying its opening.

II. Policy Statement

The Vice Chancellor for Enterprise Development may close the facility in the event of inclement weather or for an emergency or other threat to the building and patrons. She or her designee will inform CU Denver | Anschutz Police Department of decisions to close or delay opening CU South Denver.

*Note that CU South Denver does not cancel courses; it only closes or delays opening of the facility. CU South Denver encourages faculty who teach in the building to communicate with students **in addition to** any announcements or communications from CU South Denver related to the facility closure. If a specific class cannot be held at the CU South Denver location due to weather or other reasons, there may be other options for holding classes – e.g., zoom, skype, or at a location on one of the CU campuses. The faculty member is in the position to make alternative arrangements if desired and would need to communicate that to his or her students.*

III. PROCEDURES

A. Inclement Weather

The most common reason that CU South Denver will close or delay opening the facility is due to inclement weather, particularly in the case of significant snow storms. The Assistant Vice Chancellor for the Customer Experience (AVCCE) is the Vice Chancellor's designee to recommend closure or delay decisions. The Assistant Vice Chancellor for Strategy and Organizational Effectiveness (AVCSOE) and the Director of Finance and Administration (DFA) will be available to assist the AVCCE in recommending a course of action to the Vice Chancellor if necessary, and to provide backup to the AVCCE should she/he be unavailable for this critical task.

The AVCCE will take the following steps in the event of inclement weather:

1. **Day before a storm:** When inclement weather is approaching, the AVCCE will convene a weather team on the day or days prior to the storm to review scheduled events and classes, communication and facilities plans, and to ensure that all team members and backup members understand their roles. Weather team members include the following:
 - a. AVCCE
 - b. AVCSOE
 - c. DFA
 - d. Director of Marketing
 - e. Facilities Manager
 - f. IT Manager
 - g. Security Site Supervisor
 - h. Event Sales Manager
 - i. Reservation Coordinator
2. **Data on local conditions:** Closure or delayed opening of CU South Denver is dependent on local conditions. As such, the AVCCE will consult with the CU Denver | Anschutz Chief of Police, or his delegate, as conditions develop, and will also monitor preparations and decisions by Douglas County Public Schools (<https://www.dcsdk12.org/>). As additional data, the AVCCE will note decisions made by Cherry Creek School District, Aurora Public Schools, Jefferson County Public Schools, and Denver Public Schools.

The AVCCE will also consult the following sources of information:

- a. National Weather Service website - <http://www.weather.gov/>
- b. Colorado Department of Transportation website - <https://www.codot.gov/>
- c. Other sources of weather information like weather.com and local news sources
- d. Twitter feeds for Douglas County Sheriff's Office, CDOT, and any other

The AVCCE may also contact a CU South Denver staff member who lives near the facility for information on local conditions.

3. **Timing of decision:** Decisions to close or delay will be made by 5 a.m. for storms anticipated to move in overnight or in the morning hours. Communications to CU South Denver employees, students, faculty and clients will be completed by 5:30 a.m. For storms moving in after Noon or later in the day, early closure decisions will be made by 3 p.m. and communications to constituents will be completed by 3:30 p.m.
4. **Recommendation to Vice Chancellor:** The AVCCE will contact the Vice Chancellor at the appropriate time depending on a storm's timing to discuss a recommendation to close or delay opening. The Vice Chancellor will have the final decision-making authority.

5. **Communications:** Once the decision is made, the AVCCE will notify the following people in this order:
- a. **CU Denver | Anschutz Police Chief or Deputy Police Chief.** The Police Department will include the CU South Denver closure/delay decision in its communications.
 - b. **Director of Marketing and Marketing Coordinator** (back up is the Reservations Coordinator) – She/he will update the website and the weather phone line, alert local media, post to social media (facebook and twitter), and notify the CU Denver | Anschutz Communications Team. The Communications Team will include CU South closure/delay decisions in its communications.
 - c. **CU South Denver employees, students and faculty** - The AVCCE will notify CU South Denver employees, students and faculty by email and text message using the Ready Op notification system. *Note, the AVCCE will ensure that the Ready Op notification system is regularly updated with contact information provided via the CU South Denver badging system and will test the system once per semester.*
 - d. **The Security Site Supervisor** – Regardless of a closure or delayed opening, the Security Site Supervisor will be expected to be present at CU South Denver for a period of time (which may vary depending on the need) to ensure the facility is secure during the time of closure. While onsite, the Site Supervisor will:
 - i. Put up signage on doors that the building is closed or opening is delayed due to inclement weather
 - ii. Walk the building and check for leaks or other facilities concerns; if the Site Supervisor identifies facilities issues, she/he will notify the Facilities Manager
 - iii. Receive any previously scheduled deliveries.
6. **Snow Removal:** The Facilities Manager is the contact for the snow removal contractor. As such, he/she will make contact with the company the day prior to the weather event to check on their anticipated timing for snow removal. If timely and thorough snow removal becomes an issue on the day of a weather event, the Facilities Manager will contact the contractor as needed. *Note, the Facilities Team will remove snow from sidewalks and entrances in the event of smaller snowstorms that do not require the services of the snow removal contractor.*

B. Other Emergencies or Threats to the Facility

Rarely, there may be emergencies or possible threats to the facility that may require the Vice Chancellor to close or delay opening the facility. The decision-making process in these instances will be managed by the Vice Chancellor, and communications will occur similarly as outlined for inclement weather in Section III.A.5. The timeline for notification will depend on the situation, but CU South Denver staff will notify constituents and necessary offices as rapidly as possible.

Additional information about emergency procedures may be found in the CU South Denver Emergency Plan, which will be posted in each classroom and other spaces in the building.