



Policy Number: 600.11

Policy Title: Campus Closure

Subject: Section 600 – Physical Plant

Date Adopted: December 17, 2013

Date(s) Revised:

Approved by:

A handwritten signature in black ink, appearing to read "DJB", is written over a horizontal line.

Daniel J. Bingham
Dean/CEO
Helena College University of Montana

POLICY STATEMENT:

In the event that circumstances arise that represent an actual or potential risk to the safety of the college and/or those occupying the college facilities, the Leadership of the college may make the determination to close the facility for all or any portion of a day.

All Helena College University of Montana polices shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents' policies and procedures; and with The University of Montana's policies and procedures.

PROCEDURES:

Any conditions perceived as potential causes to close the college facilities will be communicated to Leadership as follows:

- Environmental and weather events, hazardous chemical spills, fires, and other physical related concerns should be addressed to the Assistant Dean of Fiscal and Plant.
- Individual displacement related concerns should be addressed to the Assistant Dean of Student Services for students and Human Resources if employees are involved. Some examples of this type of event are a death on campus, an assault on campus, a physical injury on campus, individual or group disobedience, etc.
- In the event that those individuals are not available, then the Dean/CEO or Associate Dean of Academics should be notified.
- In the event that none of the above is available, then the Dean/CEO's designated Acting Dean, the Director of Facilities or one of the Division Managers should be notified.
- Also, 911 should be contacted immediately in any situation that involves imminent risk to human life.
- The individuals listed above have the authority to issue a campus closure. The determination to reopen the college after a closure will be made by the Dean/CEO or his or her assigned representative. Notification of a college closure or subsequent reopening will be made through the following outlets:

RADIO

- Cherry Creek Radio (Z101-FM, 99.5 FM Country, 98.5 KYOT-FM, KBLL-AM, KCAP-AM)
- KMTX Star Station (105 FM, 950 AM, 96.3 FM)
- Montana Radio Company 102.3 FM & 107.1 FM
- NPR / Montana Public Radio (KUFRM, 91.7 FM)

TV

- KFBB (ABC)
- KMTF (CW)
- KTVH (NBC)
- KXLH (CBS)

ONLINE

- Helena College Web
- Helena College Marketing
- Helena Independent Record

HELENA COLLEGE EMERGENCY TEXT MESSAGE SYSTEM

- All Subscribers

HELENA COLLEGE CONTACTS

- Dean/CEO
- Associate Dean of Academic Affairs
- Assistant Dean of Fiscal and Plant
- Assistant Dean of Student Services
- Human Resources
- Director of Facilities