

## University Policy 2400: Campus Closure

**Category:** Community Expectations

**Subcategory:** Safety & Risk Management

**Covered Individuals:** University Employees, Students, and Visitors

**Responsible Executive:** Executive Vice President & Chief Operating Officer

**Policy Custodian:** Office of Public Safety, Executive Director of Public Safety

**Last Revised:** 2025/09/26

**Previous USU Policy Number:** 507

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### 2400.1 PURPOSE AND SCOPE

The purpose of this policy is to (i) protect the health and safety of all students, staff, faculty, and visitors to any university property and; (ii) sustain business continuity and previously scheduled academic activities of faculty and students, including classes, research, athletics, rehearsals, practices, and study sessions.

### 2400.2 POLICY

Utah State University (USU) reserves the right to close campus, research, and facilities as needed.

USU will endeavor to issue notifications regarding closures via the most effective means of communication at the time of closure to students, faculty, staff, and campus visitors.

Unit and Department leaders shall designate which positions are essential and who must report to work to ensure the continued operation of the university in the event of closure.

### 2400.3 RESPONSIBILITIES

#### 3.1 University President

The President, or the President's designee, is responsible for determining whether USU and its campuses will close, partially close, or delay start.

#### 3.2 Executive Vice President & Chief Operating Officer

The Executive Vice President & Chief Operating Officer is responsible for coordinating information and action with the President and other Leadership members.

#### 3.3 Executive Director for Public Safety and Emergency Management Department

The Executive Director for Public Safety and the Emergency Management Department are responsible for advising the President and the Executive Vice President & Chief Operating Officer and other administrators on severe weather conditions, emergencies, and other special circumstances that may warrant a campus closure, partial closure, or delayed start.

#### 3.4 Senior Vice President for University Marketing and Communications

The Senior Vice President and the University Marketing and Communications Department are responsible for preparing all necessary communications and determining the most appropriate means for communicating a campus closure, partial closure, or delayed start.

## 2400.4 RELATED USU POLICIES

- [USU Policy 2402 – Public Safety, Response, and Reporting](#)
- [USU Policy 3014: Safety and Health](#)

## 2400.5 DEFINITIONS

- **Essential Positions** means a role that is critical for maintaining the health, safety, and well-being of the university community during emergencies or crises. Employees in these positions are required to be physically present at the university or work remotely to ensure continuity of key operations and protect university property.
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**Information below is not included as part of the contents of the official policy.** It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

## RESOURCES

### Procedures

- Severe Weather Plan

### Guidance

- [Delayed Start and Closure Pay Guidelines, January 2023](#)

### Contacts

- Executive Director of Public Safety
  
- Director of Emergency Management

## POLICY HISTORY

Original issue date: 2001/12/14

Last revised date: 2025/09/26

Next scheduled review date: 2028/03/01

Previous revision dates: 2001/12/14; 2022/06/23