



**Emergency Weather/Emergency Closing # 1710.285**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
June 2005	February 15, 2024	Division of Human Resources Employee & Labor Relations

**POLICY STATEMENT**

Florida International University (FIU) is committed to the safety and security of its students, faculty, staff, and visitors. It is the policy of FIU to remain open during periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruptions, the university reserves the right to close based on the overall concern for the safety and security of the FIU community.

During periods of severe inclement weather, public emergency or other crisis, the President or a designated executive officer of the University may issue an announcement(s) of campus status as appropriate to the situation. Communications may come through the following means: phone calls & text messages, outdoor speakers, FIU VOIP phones, emergency callboxes, FIU email alerts, social media, digital signage, FIU Main Webpage and any other appropriate media. In general, such a campus status announcement will inform the public, as well as university students and employees, that the university campuses or a specific designated portion of the university is closed for a specific time. Such announcements may specify that:

- Classes canceled until or after a specified time, or for the entire day.
- All events or programs, including both university and non-university events held in university facilities, postponed, or canceled.
- Certain university offices and facilities are closed except the following essential offices that never close under any circumstances:
  - University Police
  - Office of Residence Life/Housing Units
  - Utility Plants
  - Emergency Maintenance Operations
  - Research units where the integrity of the research must be preserved (determinations are made at the discretion of the VP of Research or designee)
  - Service units that routinely operate on a seven day per week, twenty-four hour per day service schedule
  - Other essential employees previously identified by each respective Vice President

Compensating employees for time away from the University due to severe weather or an emergency closing will be determined at the time of the event and will be conveyed via appropriate communication(s) as listed above.

*Florida International University, as a member of the State University System of Florida, is*



*an Equal Opportunity, Equal Access Affirmative Action Employer. FIU prohibits discrimination based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, religion, age, disability, marital status, veteran status, and other protected categories. The University's commitment extends to its programs and activities, applicants, students, and employees.*

**SCOPE**

This policy applies to all university employees.

**REASON FOR POLICY**

To provide guidelines for employees in the event of severe weather or emergency closing of the University.

**DEFINITIONS**

TERM	DEFINITIONS
N/A	N/A

**ROLES AND RESPONSIBILITIES**

The university leadership with the Department Emergency Management will assess situation and determine if it is in the be interest for the university to close.

All employees will be responsible to pay close attention for status updates of university operations and schedules. If the university closes due to hurricane, employees are responsible for safeguarding their workspace and work from potential damage.

All employees who are deemed essential and/or whose work requires them to remain on campus must be available to perform the work required.

**RELATED RESOURCES**

N/A

**CONTACTS**

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### HISTORY

**Initial Effective Date:** July 2005

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): April 1, 2021; February 15, 2024.