

<i>Policy: Administrative</i> Emergency-Related School Closing and Suspension of Examinations	<i>Issued:</i> 3/10/08	<i>Revised:</i> 10/06/2009	<i>Page 1 of 1</i>
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The decision to close or delay the opening of the University due to severe weather or other institution-wide emergencies rests with the President. The Vice President for Health Sciences may elect to cancel classes due to an emergency that affects some or all of the Health Sciences Schools. Independent decisions to suspend or delay classes secondary to weather or other emergencies may not be made at the School, program or department level

If severe weather affects the Omaha area, the decision to close or delay opening of the University is made as early as possible, but not later than 6:00 a.m. (Central Time). Decisions are communicated to the University community via the University Weather Hotline at (402-280-5800). SPAHP faculty, staff, and campus-based students are advised to check with the University Weather Hotline on mornings when severe weather conditions are likely to force closing or delay opening of the University and, therefore, the School.

In the event of an emergency other than severe weather, the University Public Relations Department will communicate applicable information to the local news media. If an emergency occurs during normal working hours (8:00 a.m. to 4:30 p.m. Central Time), the University Public Relations Department will also communicate applicable information to campus personnel via telephone.

In the event the University closes or delays opening due to weather-related or other emergencies, or if SPAHP classes are cancelled due to an emergency of more limited scope, announcements will be placed by personnel of the Office of eLearning and Academic Technologies (OLAT) on the School's home page (<http://spahp2.creighton.edu/>) and on the OLAT service desk voice mail (402-280-3037 / 800-325-2830).

No classes may be held and no electronic examinations may be administered when the University or the School is closed. Students will be notified electronically of class cancellation and/or examination suspension as follows:

- Under normal circumstances, the email notifying students of class cancellation or examination suspension will be sent by the Assistant/Associate Dean for Academic and Student Affairs
- In the event the Assistant/Associate Dean for Academic and Student Affairs is unavailable, the email message will be sent by the Assistant/Associate Dean for Academic Affairs
- In the event the Assistant/Associate Dean for Academic Affairs is unavailable, the email message will be sent by the Director of Student Affairs.

Approved by School Administration on 1/22/09

Approved by the Bylaws, Policies, and Procedures Review Committee on 10/6/09