



# OLD DOMINION UNIVERSITY

## Office of Computing and Communications Services

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**Procedure #** 01.1  
**Procedure TITLE** Procedure for Closing Academic Building for Emergencies  
**Date of Current Revision or Creation:** December 11, 2009

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### A. PURPOSE

The purpose of this procedure is to provide a set of documented actions for the closing of academic buildings and the relocation of classes during an emergency.

### B. DEFINITIONS

**Class Relocation Coordinator** is the designated person in each Academic College with the responsibility for assisting with relocation of classes.

**Class Relocation Coordinator, Alternate** is the designated person in each Academic College with the responsibility for assisting with relocation of classes if the Coordinator is not available.

**Coordinator Phone List** is a list of emergency contact information for each coordinator. At the beginning of each semester the OCCS Assistant Director for Classroom Central will validate information on the list and send a copy to each coordinator.

**Emergencies** are events, actual or probable, that prohibits the occupation of the facility or impacts the ability to safely conduct class meetings. For the purpose of this procedure, emergencies are defined as damages to the building or to a critical portion of the building, lack of utilities or issues with utilities, or other factors as are determined by the Facilities Management Department.

### C. PROCEDURE

1. A Coordinator and Alternate Coordinator will be identified for each Academic College. It is recommended that the Associate and Assistant Deans serve in these capacities.
2. The Director of Facilities Management, or designee, will immediately notify ODU Senior Management, Classroom Central and OCCS Technical Support Center when a problem occurs that impacts or has the potential to impact the ability to

conduct classes in any academic building. If the emergency occurs outside University business hours, notifications will begin at 8:00 am

3. A cancelation of at least 2 hours of class time will occur to allow for arrangements cited in this procedure.
4. Staff at Classroom Central and/or OCCS Technical Support Center will immediately notify the OCCS Assistant Director for Classroom Central.
5. The OCCS Assistant Director for Classroom Central will notify the coordinators and the Associate Registrar of the current building issue(s).
6. A list of available classrooms will be provided to the Coordinators by the Office of the Registrar.
7. Each Coordinator will email faculty in their respective Colleges notifying them of the potential closure and advising faculty to request an alternative classroom as needed. Classes meeting one day per week and classes scheduled for a test will have priority on relocations.
8. If senior management decides that an academic building will be taken out of service, the Provost's Office will notify the Associate Vice President for Institutional Advancement (or their designee) and the Dean, if the building is closely associated with a specific college.
9. If a building will be closed, the Associate Vice President for Institutional Advancement will use the emergency alert system to notify students and faculty of the building closure and instruct them to refer to the University Web site for more information. Additionally, the OCCS Assistant Director for Classroom Central and the Associate Registrar will be notified.
10. OCCS Assistant Director for Classroom Central will notify the coordinators of the decision. If senior management decides that the issues do not warrant closing the building, the Director of Facilities Management, or designee, will notify OCCS Assistant Director for Classroom Central, who will notify the coordinators and Associate Registrar.
11. A list of relocated classes will be provided to the Associate Vice President for Institutional Advancement or their designee for posting on the ODU Web site. Cancelled classes, and other class options such as additional assignments via Blackboard, etc. will also be posted.

12. It is critical that each College maintain an updated contact list with emergency telephone numbers for all faculty so that the Coordinator may have access to them as necessary.
13. Classroom Central staff will be notified of relocated classes to manage concerns related to key and card security in the buildings.

**D. RELATED PROCEDURES**

None

For more information, contact the Assistant Director for Customer Support, OCCS