

## University of St. Thomas Policies

### **MEDIA NOTIFICATION POLICY REGARDING SCHOOL AND OFFICE CLOSINGS**

**Policy Number: G.01.02**

#### **SCOPE**

All staff, faculty, students.

#### **PURPOSE**

To outline policy on media notification in the event of closing the University and/or cancelling classes.

#### **POLICY**

The President or his designated representative will notify the Director of Marketing Communications to inform news media and UST community that the University will cancel classes and/or close its offices. In case the Director of Marketing Communications cannot be reached, the Vice President for Enrollment Management and Marketing will assume this responsibility.

Only the Director of Marketing & Communications, Vice President for Marketing & Enrollment Management, Marketing Communications Coordinator, and the Special Assistant to the President may notify the news media in the event of class cancellations, university closings and evacuations.

**APPROVED: Dr. Robert Ivany**

**Date of Original Formation: 9/1/2010**

**Revision Number:**

**Revision Date:**

**Effective Date:**