



Texas A&M University-San Antonio

Procedure 34.07.01.00.01 Inclement Weather Closures

Approved: February 1, 2018

Next Scheduled Review: February 1, 2023

Procedure Statement

The purpose of this procedure is to establish guidelines for inclement weather closures for Texas A&M University-San Antonio.

Reason for Procedure

The most common types of campus closures are for conditions related to extreme snow, ice, tornadoes, or flooding. During these conditions, it may become necessary to cancel classes and/or close the campus. These campus closure guidelines supplement those articulated in the Texas A&M University-San Antonio Emergency Action Plan and should be used. This procedure pertains to all faculty, staff and students.

Official Procedure and Responsibilities

1. Only the President or his or her designee has the authority to cancel classes or close the University.
2. The Texas A&M University-San Antonio Police Department will monitor weather conditions through various means such as: the local media (radio and TV), the Texas Department of Transportation, social media websites and messages issued by the Texas Department of Public Safety through the Texas Law Enforcement Telecommunication System to the appropriate regions.
3. Texas A&M University-San Antonio Police Officers are on duty 24/7.
 - 3.1. The Chief of Police will consult with them to determine the following:
 - 3.1.1. What are the road conditions leading into the campus?
 - 3.1.2. Are the campus streets and sidewalks cleared?
 - 3.1.3. Are the parking lots cleared?
 - 3.1.4. What is the weather forecast?
 - 3.1.5. Are the San Antonio area streets open?
 - 3.1.6. Are other local area schools (including k-12) closing or starting late?
 - 3.1.7. Are traffic accidents occurring in the city/county?

4. The Chief of Police will provide the Vice President of Business Affairs (VPBA) updates via email, phone calls, or text messages on inclement weather. In the event of adverse conditions, the VPBA will consult with the Chief of Police and appropriate Vice Presidents and then recommend appropriate closure action to the President. Once the President has made a decision, the VPBA will notify the Chief of Police and the other Vice Presidents.
 - 4.1. If the adverse weather conditions develop during nighttime hours, it is recommended that the President be notified no later than 5:00 A.M. in order to make a decision by 5:30 A.M.
 - 4.2. When possible, daytime decisions to close or release employees early should be made by 12 noon.
 - 4.3. When possible, nighttime decisions for closure or early release for evening classes should be made by 3:30 P.M.
 - 4.4. When possible, any decision affecting the following workday should be made by 3:30 P.M.
5. The Chief of Police will notify University Communications who shall be responsible for drafting the closure message as well as posting to the University emergency hotline, University website, University social media channels and press releases including those to radio and TV stations.

Related Statutes, Policies, or Requirements (If applicable)

System Policy [34.07, Emergency Management](#)

System Regulation [34.07.01, Emergency Management Plans](#)

Texas A&M University-San Antonio [Emergency Action Plan](#)

Contact Office

University Police Department: (210) 784-1900
