TTUHSC issued OP 10.02 prescribing the policies and procedures for suspension of classes and closing of offices in emergency situations. This Regional Campus Policy defines the procedures to be followed in Amarillo for these situations.

A. The decision to close the Amarillo campus and/or suspend educational and clinical activities is, by delegation of the medical and allied health sciences regional deans and the pharmacy dean, the responsibility of the Assistant Vice President for Finance & Administration - Amarillo [AVPFA - Amarillo].

B. The decision to close or suspend activities will be made by the AVPFA - Amarillo only after the road conditions or other pertinent circumstances have been surveyed. The Director of Facilities Operations and Maintenance, the police officer/guard on duty or the senior police officer for the Amarillo campus, and the AVPFA - Amarillo will be responsible for conducting the required surveys.

C. In the event conditions warrant the closing or delayed opening of educational or clinical activities, the AVPFA-Amarillo will contact the Dean and Regional Deans in Amarillo to advise them of the situation. The AVPFA-Amarillo will also contact the President and the Executive Vice President for Finance and Administration (EVPFA). Notice to the local school administrators will be given not later than 6:40 am. Notice to the President and EVPFA will be given by 8:15 am. The regional deans will be responsible for notifying their respective deans.

D. If the Amarillo campus is closed or opening is delayed, the AVPFA - Amarillo will notify the Communications & Marketing employee who, in turn, will notify TV and radio stations by 6:50 am, as well as activate STAT!Alert emergency notification system.

E. If the Amarillo campus opens but conditions become severe during the day, the procedures indicated in A. and B., above, will be followed to determine if closing is necessary. The AVPFA will notify the Communications and Marketing employee who, in turn, will notify TV and radio stations of closure, as well as activate STAT!Alert emergency notification system.

F. If dangerous conditions persist during the night, all personnel will be notified by STAT!Alert of a continued closure. STAT!Alert will be activated EACH day the campus is closed to verify the closure. Local media will also be notified of continued closure.

G. The closing of the Amarillo campus does not affect, in any manner, the obligations of a faculty or resident physician who has assigned call duty during the time the Amarillo campus is closed or educational activities are suspended. It is the specific responsibility of the medical school regional chairs, the pharmacy school dean and the allied health sciences school regional dean to insure necessary coverage is provided for their departments or school.

Notwithstanding item G., above, all personnel should be familiar with Sections 4 and 5 of HSC OP 10.02 regarding who may work and who gets paid during the time we are closed.

H. All medical school departments with ambulatory care facilities must have at least two individuals [a primary person and a backup] whose responsibility is to, in the event there is a chance of inclement weather, take the patient appointment schedules home the night before in order to notify patients should the Amarillo campus close or open late.
I. If employees are not notified by STAT!Alert, or do not hear an announcement on local media sources by 7:30 am, they may presume the Amarillo campus will be open as usual.

J. A separate policy for closing or limited staffing will be developed and published for TTUHSC at Amarillo personnel assigned to the Clements Unit Health Care Department. This policy will be developed by the Unit Medical Director and Departmental Administrator and approved by the AVPFA - Amarillo.

K. The term “Amarillo campus,” as used in this policy, refers to all TTUHSC facilities, other than the William P. Clements Health Care Department [see K., above] and the Neal and Jordan health care personnel.

L. All personnel are encouraged to keep their phone lines clear during the morning hours (i.e., 6:15 until 7:30 in the morning) when STAT!Alert or other notification calls will be made.

M. It is the responsibility of all personnel to be certain their information is updated within the STAT!Alert notification system, www.ttuhsc.edu/emergencyalert.