

Texas Tech University Health Sciences Center at Amarillo  
Campus Policy  
Closing Due to Inclement Weather

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 regional deans and the pharmacy dean, the responsibility of the Assistant Vice President for Fiscal Affairs - 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 News & Publications Officer who, in turn, will notify the following TV and radio stations by 6:50 am.

KAMR Channel 4 [Cable 5]  
KVII Channel 7 [Cable 8]  
KFDA Channel 10 [Cable 9]

KGNC 710 AM and 98 FM  
Cumulus Radio Group [KPUR 107.1 FM,  
KPUR 1440 AM, KZRK 107.9 FM,  
KZRK 1550 AM, KARX 95.7 FM, KQIZ 93.1 FM]

In addition, the three individuals who surveyed the conditions will initiate the Amarillo Regional Campus Closing Call Schedule. This call schedule will be activated not later than 6:50 am.

- E. Each department or area is required to maintain a call schedule which will be utilized to expeditiously notify all departmental personnel within approximately 10 to 15 minutes from initiation.
- F. 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 call schedule will again be followed to initiate the notification process.
- G. If dangerous conditions persist during the night, all personnel should listen to one of the media sources identified in D., above, to get preliminary information regarding closing. Phone calls will also be made EACH day the campus is closed to verify the closure. The notices should be on the air by 7:15 to 7:30 in the morning of each day the Amarillo campus is closed.
- H. 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 school regional dean to insure necessary coverage is provided for their departments or school.

Notwithstanding item H., 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.

- I. 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.
- J. If you are not notified by phone, or do not hear an announcement on one of the media sources shown in D., above, by 7:30 am, you may presume the Amarillo campus will be open as usual.
- K. 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.
- L. 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.
- M. 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 notification calls will be made.
- N. It is the responsibility of all personnel to be certain their departmental call schedule has their current phone number to insure they receive notification.