

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

HSC OP 10.02 prescribes the policies and procedures for suspension of classes and closing of offices in emergency situations. This El Paso Campus Policy defines the procedures to be followed for these situations.

- A. The decision to close or suspend activities will be made by the Founding/Regional Dean only after the road conditions or other pertinent circumstances have been surveyed.
- B. In the event conditions warrant the closing or delayed opening of educational or clinical activities, the Office of the Founding/Regional Dean will contact the President. Notice to the local school administrators will be given not later than 6:40 a.m. Notice to the President will be given by 8:15 a.m.
- C. If the El Paso campus is closed or opening is delayed, the Founding/Regional Dean will notify the News & Publications Officer who, in turn, will notify appropriate TV and radio stations by 6:50 a.m.
- D. At least one contact person from each department will be notified by telephone from assigned employees who have agreed to notify said departments.
- E. If the El Paso 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. If dangerous conditions persist during the night, all personnel should listen to appropriate media sources 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 7:30 in the morning of each day the campus is closed.
- F. The closing of the El Paso campus does not affect, in any manner, the obligations of a faculty or resident physician who has assigned call duty during the time the campus is closed or educational activities are suspended. It is the specific responsibility of the medical school regional chairs to insure necessary coverage is provided for their departments.

Notwithstanding the preceding paragraph, 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 the campus is closed.

- G. If you are not notified by phone, or do not hear an announcement on one of the appropriate media sources by 7:30 a.m., you may presume the campus will be open as usual.