

Texas Tech University Health Sciences Center at Odessa
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 Odessa Campus Policy defines the procedures to be followed for these situations.

- A. The decision to close the Odessa campus and/or suspend educational and clinical activities due to severe weather is, by delegation of the School of Allied Health, School of Medicine and School of Nursing Regional Deans, the responsibility of the Assistant Vice President for Fiscal Affairs (AVPFA).
- B. The AVPFA-Odessa, the Director of Maintenance and Operations (DMO) and/or campus police or their designees will, if at all possible, personally survey the road and other conditions that might cause the Odessa campus to be closed or educational activities suspended.
- C. In the event conditions warrant the closing or delayed opening of educational or clinical activities, the AVPFA-Odessa will contact the President and the EVPFA. 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.
- D. If the Odessa campus is closed or opening is delayed, the AVPFA-Odessa will notify the News and Publications Officer, who in turn will notify the following radio and TV stations by 6:50 a.m.
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| KMID Channel 2 (Cable 3) | KCRS AM 550, FM 103.3 |
| KOSA Channel 7 (Cable 7) | KODM FM 98 |
| KWES Channel 9 (Cable 9) | KGEE FM 100 |
- E. Additionally, the Primary Call person for each area or department will be called as indicated on the Inclement Weather Call Schedule. Each area or department will have internal call assignments to insure all employees are promptly notified of a closing or reduced staffing schedule.
- F. If the Odessa 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 Inclement Weather Call Schedule will again be followed to initiate the notification process. 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 7:30 in the morning of each day the campus is closed.
- G. The closing of the Odessa 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 SOM Regional Chairs, and Regional Deans of the School of Allied Health and School of Nursing to insure necessary coverage is provided for their departments or schools.

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.

- H. 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.