HSC OP: 10.02, Suspension of Classes and Closing of Offices in Emergency Situations

PURPOSE: The purpose of this Health Sciences Center Policy and Procedure (HSC OP) is to establish policy and procedure regarding the suspension of classes and/or closing of offices to ensure the safety and well-being of TTUHSC team members, students and visitors at all campus locations.

REVIEW: This HSC OP will be reviewed on September 15 of every odd-numbered year (ONY) by the Emergency Management Coordinator, the Vice President for External Relations, the Vice President for Human Resources, and the Chief of Police, with recommendations for revisions forwarded to the Vice President for Facilities & Safety Services (VPFSS) by October 1. The VPFSS will present recommendations to the President.

POLICY/PROCEDURE:

Situations which may require closure include but are not limited to: inclement or dangerous weather, electrical outages, malfunctions of the central heating and cooling plant, chemical or biological problems, fire, and explosions. The Stat!Alert system is the information source concerning delays or closure of TTUHSC operations for all team members and students.

(Specific procedures for the Regional Campuses relating to Sections 1, 2 and 3 are detailed in Attachments A, B, and C)

1. Weather Conditions - Lubbock
   a. Snow or Ice: When weather conditions and/or reports indicate ice or snow creating dangerous travel, the senior police officer on duty will notify the Chief of the Texas Tech Police Department (TTPD).

      (1) To facilitate the movement of emergency crews to spread sand or other materials at dangerous intersections, the Chief of Police will notify the Director of Grounds Maintenance at his or her office or home.

      (2) If conditions are severe, the Chief of Police will notify and recommend to the President, through the Vice President for External Relations, the suspension of classes and closing of offices during the period of hazardous conditions.

         Ideally, this recommendation will be made between 1:00 and 4:00 p.m. of the preceding day. The President will consult with the Chancellor and inform the Chief of Police by 5:00 p.m.

         In those cases where hazardous conditions arise during the night, the President will be notified no later than 6:10 a.m. The President will consult with the Chancellor regarding this condition and respond to the Chief of Police by 6:20 a.m.

   b. Dangerous Storms: The Office of Safety Services and Emergency Management will monitor weather information and provide periodic updates through Stat!Alert when the potential for hazardous weather conditions occur that could impact the campus or the well-being of the campus community. Along with updates, any decisions regarding operations will be posted on Stat!Alert including closure approved by the President.
2. **Energy Curtailment or Other Emergencies**

   a. The Vice President for Facilities & Safety Services will recommend suspending classes and/or other operations to the President, who will consult with the Chancellor. The VPFSS will advise the Chief of Police and Emergency Management.

   b. The timing as presented in the above paragraphs will apply.

   c. Appropriate response to events that occur during normal business hours affecting TTUHSC will be communicated from TTUHSC administration to faculty and staff through administrative communication channels, including posting on the TTUHSC website and social media pages (Facebook and Twitter). The authority to suspend classes or discontinue patient care services resides with the President or designee. The Vice President for External Relations or designee will notify appropriate media and initiate the STAT!Alert emergency notification system.

   d. Directors or managers of departments/offices who operate expanded hours at night and/or on weekends have the responsibility to develop internal policies and communication processes with their supervisor and other appropriate administrators/offices to respond to weather-related or other emergencies that may necessitate closings.

3. **Procedures for Implementation of Policy**

   a. The Amarillo, Permian Basin, and Abilene/Dallas campuses will determine the need for suspension of classes and closing of offices and clinics based on inclement weather conditions at each campus. Each campus will be responsible for notifying the President of such closings. The President or designee will in turn notify the Chancellor. Each campus will be responsible for notifying the appropriate local media if classes are suspended or offices are closed. See Attachments A, B, and C for local policies for each campus.

   b. In any situation where the designated administrators are unavailable, direct contact will be made by the Chief of Police or designee with the President.

   c. If classes are to be suspended and offices, other operations, and clinics closed, the President will notify all vice presidents, deans, and the Vice President for External Relations. The Vice President for External Relations or designee will notify appropriate media and initiate the STAT!Alert emergency notification system.

   d. In the event the Vice President for External Relations cannot be notified, then another appropriate representative of that office will fulfill this function.

   e. The same procedure used to suspend classes and close offices will be used to determine and announce the time when essential personnel staffing ceases and normal staffing resumes.

4. **Identification of Essential Personnel**

   It will be the responsibility of the President, vice presidents, and deans to assure that by November 15 of each year, administrators in their organizations notify in writing those persons designated as essential. The Human Resources Office and the Regional Dean’s Office at a regional campus will be informed of the personnel designated as essential (reproduce and use Attachment D). Forms will be placed in team members’ personnel file.
Administrative officers may release *essential personnel* from their responsibilities to report for work on an individual basis if their services are not needed during a specific emergency. Administrative officers may designate other personnel as *essential* on an individual basis for a specific emergency if their services are needed by providing notice to the employee.

5. **Compensation of Team Members for Emergency Leave:** Only closures approved by the president or the regional designee are eligible for emergency leave designation. Refer to the Human Resources [Administrative Procedures webpage](https://app4.ttuhscc.edu/hscprofile/) for time keeping instructions.

6. All team members and students are urged to enroll in the STAT!Alert system as part of their onboarding process as an employee or student at [https://app4.ttuhscc.edu/hscprofile/](https://app4.ttuhscc.edu/hscprofile/)

7. **Announcement of Policy**

   The President will prepare and distribute to all vice presidents, deans, department heads, administrators, and directors at TTUHSC a general information memorandum on this policy by November 1 of each year (see Attachment E).

8. **Right to Change Policy**

   TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of employees.