Texas Tech University Health Sciences Center at Permian Basin
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 the Permian Basin for these situations.

A. The decision to close the Permian Basin campuses and/or suspend educational and clinical activities is, by delegation of the medical, health professions PA Program, and nursing regional deans, the responsibility of the Campus Business Operations Officer (CBOO).

B. The decision to close or suspend activities will be made by the CBOO only after the road conditions or other pertinent circumstances have been surveyed. The Director for Facilities Operations, the campus police or designee, and the CBOO – Permian Basin 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 CBOO – Permian Basin will contact the Dean and Regional Deans to advise them of the situation. The CBOO-PB will also contact the Vice President for Facilities & Safety Services (VPFSS) and the President. Notice to the local school administrators will be given not later than 6:40 am. Notice to the VPFSS and the President will be given by 8:15 am. The regional deans will be responsible for notifying their respective deans.

D. If the Permian Basin campuses are closed or opening is delayed, the CBOO – Permian Basin 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 Permian Basin campuses are open 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 CBOO 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 Permian Basin campuses does not affect, in any manner, the obligations of a faculty or resident physician who has assigned call duty during the time the campuses are closed or educational activities are suspended. It is the specific responsibility of the medical school regional chairs, the nursing and health professions regional deans to ensure necessary coverage is provided for their departments or schools.

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 Permian Basin campuses 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 Permian Basin campuses will be open as usual.

J. 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.

K. It is the responsibility of all personnel to be certain their information is updated within the STAT!Alert notification system, https://app4.ttuhscc.edu/hscprofile/.