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

A. The decision to close the Permian Basin campuses and/or suspend educational and clinical activities due to severe weather is, by delegation of the School of Health Professions, School of Medicine, and School of Nursing Regional Deans, the responsibility of the Campus Business Operations Officer (CBOO).

B. The CBOO-Permian Basin, the Director of Facilities Operations, and/or campus police or their designees will, if at all possible, personally survey the road and other conditions that might cause the Permian Basin campuses to be closed or educational activities suspended.

C. In the event conditions warrant the closing or delayed opening of educational or clinical activities, the CBOO-Permian Basin will contact the Vice President for Facilities & Safety Services and the President. Notice to the local school administrators will be given no later than 6:40 a.m. Notice to the President will be given by 8:15 a.m.

D. If the Permian Basin campuses are closed or opening is delayed, the CBOO-Permian Basin will notify the Communications and Marketing employee, who in turn will notify radio and TV 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-Permian Basin will notify the Communications & Marketing employee who, in turn, will notify local media and activate the STAT!Alert emergency notification system. If dangerous conditions persist during the night, all personnel will be notified via STAT!Alert of a continued closure. STAT!Alert will be activated EACH day the campuses are closed to verify the closure. Local media will also be notified of continued closure.

F. 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 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 Health Professions and School of Nursing to ensure 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.

G. If employees are not notified by STAT!Alert, or do not hear an announcement on local media sources by 7:30 a.m., they may presume the campus will be open as usual.