Texas Tech University Health Sciences Center at
Abilene and Dallas Facilities
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 Abilene for these situations. See Section K. for Dallas facilities.

A. The decision to close the Abilene campus and/or suspend educational and clinical activities is, by delegation of the nursing, pharmacy, and public health regional deans, the responsibility of the Campus Business Operations Officer – Abilene (CBOO - Abilene).

B. The decision to close or suspend activities will be made by the CBOO - Abilene 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 - Abilene 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 – Abilene will contact the Regional Deans in Abilene to advise them of the situation. The CBOO-Abilene 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.

D. If the Abilene campus is closed or opening is delayed, the CBOO–Abilene 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 Abilene campus 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 local media 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 Abilene campus does not affect, in any manner, the obligations of a faculty who has assigned call duty during the time the Abilene campus is closed or educational activities are suspended. It is the specific responsibility of the pharmacy school dean and the nursing school regional dean 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. 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 Abilene campus will be open as usual.

I. 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.

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

K. The decision to close the Dallas facilities will be coordinated between the Regional Dean for the Dallas Campus and CBOO-Abilene. These individuals will notify Communications and Marketing for STAT!Alert initiation and notification of the President’s Office.