

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 L. for Dallas Facilities.

- A. The decision to close the Abilene campus and/or suspend educational and clinical activities is the responsibility of the Assistant Vice President for Finance & Administration - Abilene [AVPFA – Abilene].
 - B. The decision to close or suspend activities will be made by the AVPFA - Abilene only after the road conditions or other pertinent circumstances have been surveyed. The Facilities Manager for Operations and Maintenance, the guard on duty for the Abilene campus, and the AVPFA - 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 AVPFA- Abilene will contact the Regional Dean in Abilene to advise them of the situation. The AVPFA-Abilene will also contact the President and the Executive Vice President for Finance and Administration (EVPFA). Notice to the local school administrators will be given not later than 6:40 am. Notice to the President and EVPFA will be given by 8:15 am. The regional dean will be responsible for notifying their respective deans.
 - D. If the Abilene campus is closed or opening is delayed, the AVPFA - Abilene or the designated employee will notify TV and radio stations by 6:50 am, and activate STAT!Alert emergency notification system
 - E. There will be a message on the SOP main telephone number concerning the status of the facility closing. Call 676-7948, when the message starts press ** then enter mailbox number 500.
 - F. If the Abilene 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 AVPFA-Abilene or the designated employee will notify local media and activate STAT!Alert emergency notification system.
 - G. 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.
 - H. 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 insure necessary coverage is provided for their departments or school.
- Notwithstanding item H., 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.
- 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 Abilene campus 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 emergency notification system 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 emergency notification system, www.ttuhschool.edu/emergencyalert .
- L. The decision to close the Dallas Facilities will be coordinated between the Regional Dean for the Dallas Campus and AVPFA-Abilene. These individuals will notify the Executive Director of Communications and Marketing for STAT!Alert initiation and notification of President's Office.