

Texas Tech University Health Sciences Center El Paso Campus Policy Closing Due to Inclement Weather

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

- A. The decision to close or suspend activities will be made by the President or designee only after the road conditions or other pertinent circumstances have been surveyed.
- B. In the event conditions warrant the closing or delayed opening of educational or clinical activities, the Office of the President or designee will contact appropriate designees. Notice to the local school administrators will be given not later than 6:40 a.m. Notice to the Chancellor will be given by 8:15 a.m.
- C. If the El Paso campus is closed or opening is delayed, the President or designee 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.
- D. At least one contact person from each department will be notified by telephone from assigned employees who have agreed to notify said departments.
- E. If the El Paso 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 President or designee will notify the Communications and 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 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.
- F. The closing of the El Paso campus 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 medical school department chairs to insure necessary coverage is provided for their departments.

Notwithstanding the preceding paragraph, all personnel should be familiar with Sections 4 and 5 of HSC OPEP 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.