Operating Policy and Procedure

SON OP: 10.065 Suspension of Classes and Closing of Offices in Emergencies

PURPOSE: In keeping with the Texas Tech University Health Sciences Center policy on Suspension of Classes and Closing of Offices in Emergency Situations (HSC OP 10.02), the Dean, the Associate Deans and the Regional Deans have the authority to implement the policy.

REVIEW: All policies and publications in the Administrative Handbook are reviewed on a staggered even or odd year biennial review cycle. The Policy and Publications Oversight policy shall be reviewed by the Coordinating Council by September 1 of each odd numbered year. Recommendations are forwarded for final approval by the Dean.

POLICY/PROCEDURE

When inclement weather requires closing of a campus:

1. The Executive Director of Communications and Marketing notifies the President of the Health Sciences Center of current weather situation at the affected campus(s). If classes are suspended and offices closed, the Associate Director, Media Relations and Communications and marketing or designee will notify appropriate media.

2. Students, staff and faculty are notified via media and the Emergency Notification through TTUHSC. Please refer to HSC OP 10.02 “Suspension of Classes and Closing of Offices in Emergency Situations”.

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