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. If classes are to be suspended and offices, other operations, and clinics closed, the President will notify all vice presidents, deans, and the Vice President for External Relations. The Vice President for External Relations or designee will notify appropriate media and initiate the STAT!Alert emergency notification system.

2. The same procedure used to suspend classes and close offices will be used to determine and announce the time when essential personnel staffing ceases and normal staffing resumes.