

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-07

CAMPUS CLOSURES

To ensure the safety of students, faculty, and staff, the following procedure is to be followed when campus closures become necessary due to maintenance needs or emergency events. Essential personnel are designated for working during an emergency event through the employee's job description or notification of the designation by the appropriate Vice President, Dean, or Department Head:

Notification of a planned services/utilities disruption/outage event

- For infrastructure maintenance requiring service or utility outage, the Vice President for Facilities Management (VPFM) will implement a notification process and assessment of the impact on the campus and inform the campus administration.
- For planned disruptions or outage events, the VPFM will notify the Chief of Police, Emergency Management, President's Cabinet, and key staff of the nature and potential duration of the maintenance event. Marketing and Communications (MarCom) will craft a notification that will be sent to the campus.

Notification and Emergency Response Activation Process

- Upon notification to the VPFM or designee of a service disruption on campus, the VPFM will direct University Police (UPD) and Facilities Management employees to immediately begin conducting inspections of all affected areas and buildings experiencing a service or utility outage to verify the extent of the incident. UPD and Facilities Management will immediately report their findings to the VPFM.
- As soon as possible, the VPFM or designee will provide an initial briefing to the Cabinet, Chief of Police, PIO, and/or Emergency Management, including initial findings, the extent of the disruption to campus operations and services, and a plan for restoration of regular operations and services, if possible.
- The Provost & Senior Vice President for Academic Affairs (Provost) and CFO & Senior Vice President for Finance & Operations will analyze possible options and provide a recommended course or courses of action to the President.
 - The President will notify and consult with members of the Cabinet, as needed, to determine the best course of action, based on information known at the time.
 - The President will make the final determination regarding whether to close all campuses or a singular affected campus.
- The Provost or designee will notify, as quickly as possible, the appropriate individuals within the Provost's area of responsibility, including the academic deans. The deans, in turn, will notify, as quickly as possible, the academic department chairs who will inform the faculty and designated essential staff of the decision to cancel classes.
 - The Provost and the CFO will consult with MarCom to craft a notification that will be sent to the campus community via KatSafe.
 - MarCom will ensure that appropriate notifications regarding the affected campuses' procedures are timely communicated to the media in Huntsville and the surrounding areas for publication to University constituents.
- Members of Cabinet, or their designee, will notify, as quickly as possible, the appropriate unit employees and essential employees including those responsible for the buildings and properties.
- MarCom will provide continuous updates as necessary and provide a final message indicating a return to normal operations at the conclusion of the incident.

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Notification and Response Due to Weather

- Emergency Management or the Chief of Police will notify, as quickly as possible, the Provost and the CFO about pending weather events that may impact normal operations.
 - Depending on the nature of the weather incident and recommendations from Emergency Management, the Provost and CFO will determine whether to establish an Emergency Operations Center Group for compiling weather information and monitoring potential impacts to the campuses and surrounding areas.
 - The Provost and CFO shall use relevant and factual information to formulate recommendations regarding cancellation or continuation of classes and use of campus facilities.
 - Once the recommendation(s) from the Provost and CFO are approved by the President, the CFO will consult with MarCom to craft a notification message that will be sent to the campus community via KatSafe.
 - MarCom will ensure that appropriate notifications regarding the affected campuses' procedures are timely communicated to the media in Huntsville and the surrounding areas for publication to University constituents.
- Members of Cabinet, or their designee, will notify, as quickly as possible, the appropriate unit employees and essential employees including those responsible for the buildings and properties.
- MarCom should provide continuous updates as necessary and provide a final message indicating a return to normal operations at the conclusion of the incident.
- For Emergency Weather Incidents (Tornados, Severe Thunderstorms) Emergency Management should follow established weather notifications (e.g., National Weather Service) and provide MarCom with appropriate messaging to be sent via KatSafe.
 - MarCom should provide continuous updates as necessary and provide a final message indicating a return to normal operations at the conclusion of the incident.

Time Reporting for Employees Working During Emergency.

Hours worked by non-exempt essential employees during a university closure shall be reported in accordance with Finance and Operations Policy FO-Pay-35.

Reviewed by: Kevin Morris, Executive Director of Public Safety Services
Date: May 2022