

Memo to: All UH-Downtown/PS Holders
From.- Max Castillo, President
Subject: Emergency Closing

UH-Downtown/PS 01.D.04
Issue No. 1
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1. PURPOSE

While every effort will be made to maintain normal operations at all times, there may be instances when emergencies warrant closure of the University of Houston - Downtown (UHD). This PS establishes the authority for decision making and for rapid communication of vital information in the event of an emergency situation.

2. POLICY/PROCEDURES

2.1 Emergency Situations

Emergency situations include, but are not limited to hurricanes, flooding, fire, tornadoes, ice storms, chemical releases, fires, explosions, violence, and other situations that affect the overall operation of the University. In the event of an emergency situation that has the potential to subject all or part of the University community to danger, the primary concern will be the safety of all members of the University community. The University will also strive to minimize interruptions to the educational, research, and service missions of the University.

2.2 Authority to Close University

The President shall have the sole authority to close the University or to order its evacuation. Decisions regarding the evacuation and/or closing of the University will be made by the President (or the President's authorized designee) in consultation with top executive staff. In the absence of the President, the authority to act will pass to authorized representatives in the following order:

- 2.2.1 Vice President for Academic Affairs and Provost
- 2.2.2 Vice President for Administration
- 2.2.3 Dean of Student Affairs

2.3 Assessing the Emergency

In any potential University emergency following steps will be taken:

2.3.1 The Director of Facilities Management, the UHD Chief of Police, and the Safety Inspector will confer with the Vice President for Administration and together evaluate the facts and the potential danger.

2.3.2 The Vice President for Administration will advise the President of the facts and evaluation of potential danger.

2.3.3 The President will confer, as needed, with members of Executive Council and determine what action is to be taken.

2.4 Notification of Emergency and Response

When the necessary actions have been agreed upon, the President or designated representative will notify the following individuals and groups of the action:

- 2.4.1 The Office of the Chancellor of the University of Houston System
- 2.4.2 The Office of University Relations, UHS
- 2.4.3 Members of Executive Council, UHD
- 2.4.4 Police Department, UHD

2.5 Role of the Office of Communications and Marketing

2.5.1 The Office of Communications and Marketing will send a general broadcast through electronic and voice mail system to notify the University community of the decision regarding closure, as long as the emergency has not interfered with the telecommunications availability. Between 8 a.m. and 5 p.m. it is the responsibility of each college or department administrator to ensure that those employees without phonemail access receive notification.

2.5.2 When it is appropriate, the Office of Communications and Marketing will ensure that an electronic message will be made available notifying outside callers of any emergency closure.

2.5.3 If an emergency occurs after regular work hours but while classes are in session, the Office of Communications and Marketing will notify the UHD Police Department, which will notify all individuals still on campus of any decision regarding closure or evacuation.

2.5.4 The UHS Office of University Relations will contact the media in the event of a system-wide closing. If UHD is the only component which is closing, then the UHD Office of Communications and Marketing will contact the following media outlets directly: radio stations KBXX, KCOH, KHMV, KHYS, KIKK AM & FM, KILT AM & FM, KKBQ AM & FM, KLAT, KLVV, KMJQ, KYOK, KNUZ, KODA, KPFT, KPRC, KSEV, KQQK, KRBE, KSBJ, KTRH, KUHF, KYST, AND KZFX, AND television stations KPRC, KHOU, KTRK, KRIV, KXLN, KTMD, AND KNWS. University students, employees, and visitors can obtain information regarding possible University closing by listening to news bulletins.

2.6 Payment of Employees During Emergency Situations

University employees will be paid at their regular rate during the period of closure, and timesheets should reflect such time as administrative leave. Employees may, at their option, elect to leave their duties prior to the official closing and/or remain absent beyond the official reopening. Payment for such absences will be charged to vacation accrual. If there is no vacation balance, the absence will be considered leave without pay.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): President

Review: As needed

President