

POLICY 04.00.03
Facilities and Operations (Closure of)

RECOMMENDATION

REVISE- [Policy 04.00.03 Facilities and Operations \(Closure of\)](#) should be revised to reflect current practices and roles for individuals involved in making decisions related to closures, as well as defining essential services and functions and essential employees.

The policy was last updated in 2010. The updates are intended to better address campus operations when weather or other emergencies warrant possible early closure, late opening or full closure, and clarify which services are expected to continue as a residential campus community.

ENTITIES AFFECTED BY THIS POLICY

The Closure policy affects all students, faculty, staff, and visitors when weather or emergency incidents impact campus operations.

Enterprise Risk Services drafted the proposed policy revision and shared it with the following groups for input and suggestions:

- Human Resources
- Members of the UO Incident Management Team
- Leaders of all departments listed in the policy revision as providing essential services and resources including:
 - o Campus Operations
 - o Central Power Station
 - o Emergency Management and Continuity
 - o Environmental Health and Safety
 - o University Health Center
 - o Housing and Dining Services
 - o Information Services
 - o Research (e.g., animal care facilities)
 - o UO Police Department

WEB SITE ADDRESS FOR THIS POLICY

<http://policies.uoregon.edu/policy/by/1/04-facilities/facilities-and-operations-closure>

RESPONSIBLE OFFICE

For questions about this policy, please contact Julie Brown, Enterprise Risk Services, julbrown@uoregon.edu or 6-9297.

ENACTMENT & REVISION HISTORY

Reviewed and Approved By:

President's Staff

Date:

03/06/1984

Issued by:

Vice-President for Administration

Date:

03/06/1984

Revision History:

04/23/1982 Originally promulgated

03/06/1984 Approved by President's Staff and Issued by Vice President for Administration

02/08/2010 Policy number revised from 4.000 to 04.00.03

POLICY

Tracked version:**~~Reason for Policy:~~**

~~To provide a standard and procedure for making the official determination and final judgment when conditions of weather, emergency, or other special circumstances raise questions about the practicality, desirability or need to close down University operations, i.e., classroom instruction, office operations, physical plant operations or any subsection of the University.~~

~~Policy Statement:~~

~~The President of the University designates the Vice President for Administration as the administrative officer responsible for the implementation of this policy.~~

~~After consultation with the Director of Public Safety, Director of Human Resources, Director of Facilities Services, and the Provost, the Vice President for Administration makes the final determination about closure.~~

~~When the decision to close is made during the business day, University Telecommunication Services, upon direction of the Vice President for Administration, notifies all major department units of the decision. Units listed in the Directory of Departments section of the University of Oregon Telephone Directory shall constitute the major departmental units.~~

~~When the decision to close is made after normal business hours or before the start of a business day, the Vice President for Administration notifies the Office of Communications/Media Relations, the Department of Public Safety and Telecommunication Services.~~

Clean version:

Title: Closure Policy

Policy Statement

The University of Oregon may change its operating status during and surrounding periods of inclement weather or emergencies.

The President of the University designates the Vice President for Finance & Administration as the administrative officer responsible for the decision about delayed opening or closure and implementation of this policy.

If a change in operating status is warranted, the Vice President for Finance & Administration has three options: a delayed opening, early closure, or a full closure.

Academic and administrative units shall abide by any decision made by central administration regarding operating status. If a unit cannot safely maintain operations, the Dean or Director can choose to open later than the campus wide opening, close earlier than the campus wide closing, or fully close instead of delayed opening or closing early. Deans and Directors are responsible for communicating their status to their own employees. This deviation from the campus wide status must be communicated to the Incident Management Team (IMT).

In the case of inclement weather, the following services and resources are considered essential:

- Campus Operations
- Central Power Station
- Enterprise Risk Services
- Housing and Dining Services
- Information Services
- Research (e.g. Animal care facilities)
- UO Police Department
- Incident Management Team

When it is possible to maintain safe operations, the following campus services will open and provide as many services as possible for the student population: Erb Memorial Union and Student Recreation Center.

Definitions

Delayed Opening: A university operating status based upon inclement weather or other emergency that cancels classes and events, and suspends all non-essential administrative and academic activities at the Eugene campus in the morning hours of normal operations.

Early Closure: A university operating status based upon inclement weather or other emergency that cancels classes and events, and suspends all non-essential administrative and academic activities at the Eugene campus in the afternoon and/or evening hours of normal operations.

Full Closure: A university operating status based on inclement weather or other emergency that cancels all classes and events and closes all university offices and departments, except select emergency and essential services.

Essential Services and Resources: Services and resources necessary to maintain health and safety and residential and research support functions on campus. Departments and units with designated essential

services and resources are responsible for developing their own protocol and procedures for maintaining their essential functions.

Essential Employee: University employee whose duties are required to provide essential services and resources.

Responsibilities

Vice President for Finance & Administration: Makes final decision regarding the operating status of the university and when to resume normal operations. The VPFA has the responsibility to evaluate extenuating circumstances and scheduled programming with input from the Incident Management Team for services and resources considered essential to fulfill operational needs.

UO-Incident Management Team (IMT): Provides the command and control infrastructure that is required to manage the logistical, fiscal, planning, operational, safety and campus issues related to any and all incidents/emergencies. The IMT monitors the situation and advises the Vice President for Finance & Administration when a decision regarding a change to the operating status is advisable.

Deans and Directors: Within the unit for which they have responsibility, maintain the same operating status that has been declared by the university. When a change in operating status has been declared, maintain a schedule within the unit that is consistent with this policy.

Special Situations

Supervisors should be reasonably understanding and flexible regarding a staff member's individual needs during inclement weather or an emergency, especially if the employee has a long commute to and from work. A faculty or staff member who believes that it is unsafe to travel, or who is faced with unexpected family care responsibilities (such as those created by local school closings), should use his or her judgment and remain at home if that is the most prudent action.

References

Closure Reference Tables

Events & Services Status			
	Delayed Opening	Early Closure	Full Closing
Classes and Office Hours	Begin at the university's announced opening time	End at the announced closure time	Canceled
Examinations	Begin at the university's announced opening time	End at the announced closure time	Canceled
Small Public Events (e.g. lectures, performances, workshops, etc.)	Begin at the university's announced opening time	End at the announced closure time	Canceled
Large Public Events (e.g. concerts, dignitary visits, sporting events, etc.)	Event by event analysis with decision by VPFA and Provost	Event by event analysis with decision by VPFA and Provost	Event by event analysis with decision by VPFA and Provost

Departments/Units Status:			
	Delayed Opening	Early Closing	Full Closing
Campus Operations	Regular schedule for essential employees	Regular schedule for essential employees	Selected emergency and essential services operate on normal schedule
Central Power Station	Regular schedule for essential employees	Regular schedule for essential employees	Selected emergency and essential services operate on normal schedule
Enterprise Risk Services	Regular schedule for essential employees	Regular schedule for essential employees	Selected emergency and essential services operate on normal schedule
Housing & Dining Services*	Open, unless minimum staffing cannot be met. Service may be consolidated to certain outlets	Open, unless minimum staffing cannot be met. Service may be consolidated to certain outlets	Open, unless minimum staffing cannot be met. Service may be consolidated to certain outlets
Information Services	Regular schedule for on-call employees	Regular schedule for on-call employees	Regular schedule for on-call employees
Research (e.g. animal care facilities)	Regular schedule for essential employees	Regular schedule for essential employees	Selected emergency and essential services operate on normal schedule
UO Police Department	Regular schedule	Regular schedule	Selected emergency and essential services operate on normal schedule
Incident Management Team	Regular schedule	Regular schedule	Selected emergency and essential services operate on normal schedule
EMU*	Open, unless minimum staffing cannot be met	Open, unless minimum staffing cannot be met	Open, unless minimum staffing cannot be met
SRC*	Open, unless minimum staffing cannot be met	Open, unless minimum staffing cannot be met	Open, unless minimum staffing cannot be met
All Other Administrative Offices	Report to work at the announced opening	Closed at announced closure time	Closed

* When it is possible to maintain safe operations these services will remain open for the student population.

RELATED MATERIALS

Attached is the winter weather monitoring protocol as a point of reference for the Policy Advisory Council and other bodies reviewing this proposed revision.

Also, the UO Incident Management Team includes:

- University Registrar
- Chief of Staff, Office of the Provost
- Chief Human Resources Officer
- Chief of Staff, Office of the Vice President for Finance and Administration
- Senior Director, University Communications
- Dean of Students

UOEMC (UO Emergency Management & Continuity) is responsible for monitoring the potential for winter weather on the Eugene and Portland campuses. For the Eugene campus, there are two methods of monitoring for winter weather: active and passive.

For the Eugene campus, UOEMC monitors National Weather Service Advisories, Watches, and Warnings and determines whether active or passive monitoring is recommended.

Eugene Campus Monitoring

Active monitoring means that winter weather conditions are imminent and that the UOEMC on-call staff will be up at 4:30 a.m. to assess conditions and make recommendations.

Passive monitoring means that there is a chance for winter weather conditions based on forecasts and that UOPD's Watch Commander will notify the UOEMC on-call person by 5:00 a.m. if conditions on campus warrant a 5:30 a.m. conference call.

The following are the protocols associated with **ACTIVE** Monitoring:

1. Afternoon/evening before, UOEMC sends an email to the UO Weather Group¹ to alert them that active monitoring will take place and if necessary a 5:30 a.m. conference call will be scheduled with:
 - a. VPFA
 - b. UOEMC
 - c. PIO (ERS or University Communications)
 - d. HR
 - e. Provost's Office
 - f. Campus Operations
 - g. UOPD – Watch Commander
 - h. Enrollment Management
 - i. Student Life
 - j. Athletics (if there is a large event)
2. At approximately 4:30 a.m., UOEMC on-call staff check several sources for situational information:
 - a. Road Conditions:
 - i. City of Eugene and Springfield Public Works to get an assessment of road conditions around town
 1. Eugene – 541.682.4911 or 682-4800
 2. Springfield - 541-726-3761
 - ii. ODOT TripCheck for highway closures
 - iii. Call UOPD Watch Commander for campus status
 - iv. Call Campus Operations designee at 5:15 a.m. for campus status
 - b. Weather Forecasts:
 - i. Telvent MxVision WeatherSentry Service
 - ii. Intellicast - <http://www.intellicast.com/>
 - iii. Campus weather station: <http://supercow.uoregon.edu/~uoweather/>

¹ Chief Resilience Officer, AVP Provost Chief of Staff, AVP VPFA Chief of Staff, VPFA & CFO, AVP Campus Ops, VP Enrollment MGMT, Campus Relations Director, Sr. Director of Public Affairs, AVP University Registrar, Asst. Director Emergency Management, Chief Human Resources Officer, Director of Athletics Event Services, Executive Director Health Center and UOPD Watch Commander.

UO Winter Weather Monitoring Protocol

- c. Other Closure Sources:
 - i. Check Community-wide weather monitoring page in Basecamp for other reports from local public works, school districts, ODOT, etc.
 - ii. School closures by checking FlashAlert and KVAL
 - iii. LTD's posted status on LTD website
3. UOEMC staff crafts a situation report using the information above and determines whether or not a 5:30 a.m. call is warranted. The situation report is posted to Basecamp by 5:00 a.m. The situation report will answer the following assessment questions:
 - a. Is there an immediate or future life safety threat campus, the city, or the region?
 - b. Are there immediate or future transportation concerns on campus, the city or southern Willamette valley?
 - c. Is there a potential for power loss on campus?
 - d. Is there damage to campus or potential for damage?
4. If a 5:30 a.m. call is held, UOEMC contacts group by 5:15 a.m.
5. If the UOEMC recommendation is for delay or cancellation, they should contact the Registrar to gather data on class impacts prior to the 5:30 a.m. call.
6. If 5:30 a.m. conference call is held, UOEMC staff makes recommendation on action: 1) campus is open and running on regular schedule, 2) campus opens late, or 3) certain services/events are cancelled.
7. VPFA consults with Provost on delay or closure recommendation.
8. VPFA confirms recommendation with UOEMC by 5:45 a.m.
9. Campus status is disseminated to the community by 6:00 a.m. using the following methods:
 - a. PIO posts status on FlashAlert and on UO Homepage
 - b. UOEMC posts an alert on UOEMC alerts blog: <http://alerts.uoregon.edu/>
 - c. An all-campus notification sent by the PIO using Everbridge.
 - d. UOEMC staff calls Res Life Leadership phone (541.954.9186) and Michael Griffel (419.308.9633) to alert them of campus status decision.
 - e. HR updates the Severe Weather Call in message.

UO Winter Weather Monitoring Protocol

If severe weather conditions are not expected, **PASSIVE** Monitoring will be utilized.

1. The UOPD Watch Commander, Campus Operations, or Athletics notifies the UOEMC on-call staff by 5:00 a.m. if conditions on campus roadways and sidewalks are dangerous.
2. UOEMC on-call staff initiates the Active monitoring activities above.

Portland Campus Monitoring

UOEMC staff monitors weather conditions in the Portland area and provides weather updates to the following individuals:

- Associate Director, UOPD
- Assistant Vice President for Administration
- White Stag Facilities Manager
- Vice Provost for Portland Programs

The Portland Center's policy on delays and closures is to follow the decisions made by Portland State University. Information on delays and closures at the Portland Campus will be posted on the UOEMC alerts blog: <http://alerts.uoregon.edu/>