

Addendum B Emergency Closures

I. Level One Emergencies

A. Academic Units

The university will continue to operate through all critical situations to the fullest extent possible. Classes are to be held if any reasonable means of doing so exists, and every attempt should be made by Deans and faculty members to see that classes continue as scheduled.

1. If an event occurs that appears to require the cancellation of classes in a particular area, and no official announcement of campus closing has been made, the responsible Dean must notify the Senior Vice President for Academic Affairs and Provost of the situation.
2. The Senior Vice President for Academic Affairs and Provost will first attempt to relocate classes or take other actions to ensure classes occur as scheduled. Classes in specific academic areas can be canceled only with the prior approval of the Senior Vice President for Academic Affairs and Provost.

B. Administrative Units

1. Employees must work their normally scheduled hours unless the university takes formal action to change those hours. Employees are expected to work under temporarily difficult conditions when minor emergencies occur, e.g., air conditioning failures, minor flooding or nuisance odors.
2. If events occur that make it impossible for employees to continue working in an area, and no official announcement of campus closing has been made, the Director or Chief Administrative Officer of the affected area must notify the VPAF of the situation.
3. The VPAF will first attempt to relocate administrative offices or take other actions to ensure work may continue as scheduled. Employees will be released from work during regular hours only with the approval of the VPAF. Once the decision has been made to close a specific building, the Office of Internal Communications should notify Deans and Business Managers in the designated buildings. The Office of Internal Communications will post messages on the main UH Web Page and send

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e-mail announcing the closure and when the building will re-open. Plant Operations will place signs about the closure on building doors.

II. Level Two Emergencies

In the event of an emergency affecting one or more areas of campus, but not the entire campus, the following guidelines should be followed:

- A. Call 911 for fire and medical emergencies.
- B. For all other emergencies, UHPD should be notified immediately at extension 3-0600. UHPD will notify additional university and emergency service personnel in accordance with provisions contained in the UHPD Policies and Procedures Manual. If an official emergency response agency (e.g., Houston Fire Department) assumes authority for the emergency, university personnel should defer responsibility to such agency.
- C. The Chief of Police will immediately notify the VPAF, who in turn will notify the President of the nature of the emergency and if any evacuation is necessary.
- D. In the event of the President's absence from campus, authority to order an evacuation will pass to his authorized designees. UHPD will notify the Office of University Relations whenever an incident is likely to attract media attention. Press releases may then be coordinated between both departments as necessary.

III. Level Three Emergencies

In any potential emergency, the following steps shall be followed:

- A. The Associate Vice President for Plant Operations, the Associate Vice President for Administration, the UH Chief of Police and the Director of the Environmental Health and Risk Management Department will confer with the VPAF to evaluate the facts and the potential risk.
- B. The VPAF will advise the President and the Senior Vice President for Academic Affairs and Provost of the facts and the evaluation of the potential risks.

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- C. The President will confer, as necessary, with his senior staff and determine appropriate action. The President shall have the sole authority to close the campus. No closing will occur without express authority from the President (or designee, as described below). In the President's absence, the authority to determine necessary actions - including the closing of the campus - will pass first to authorized designees in the following order:
1. Senior Vice President for Academic Affairs and Provost
 2. Vice President for Administration and Finance
 3. Vice President for Student Affairs
 4. Vice President for University Advancement
- D. When the necessary actions have been agreed upon, the VPAF (or designee) will immediately notify the following groups of the action:
1. The Office of the Associate Vice President for University Relations.
 - a. Within the Office of the Associate Vice President for University Relations, the Office of External Communications and the Office of Internal Communications will be responsible for the coordination of University of Houston decision announcements.
 - b. In the absence of decisions by the President to the contrary, only the Office of External Communications shall contact or issue instructions to the media.
 2. The Associate Vice President for Plant Operations
 3. The Associate Vice President for Finance
 4. The UH Chief of Police
 5. The Director of Environmental Health and Risk Management.
- IV. To access continuing updates during any campus emergency, please do not call the office handling the emergency, as this can delay their response in solving the problem. Instead please follow the guidelines listed below:

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- A. Contact UH On Call (3-2255). They will have the latest report on the status of the emergency.
- B. If it is not during working hours, there will be an updated, recorded message on the On-Call (3-2255) line as well as on the central directory assistance line (3-1000). Key media outlets (particularly KUHT-TV and KUHF-FM radio) will be informed and will include university information with their broader coverage of weather or other community emergencies.
- C. When the status of the emergency changes (better or worse) an update will be sent via phone, the university web page and e-mail as quickly as possible. UH On Call (3-2255) will always have the latest, most up-to-date information.