SOUTHWESTERN UNIVERSITY
Georgetown, Texas

TO: CAMPUS COMMUNITY

FROM: Richard L. Anderson
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DATE: October 15, 2004

POLICY REGARDING OPERATION OF THE UNIVERSITY
DURING INCLEMENT WEATHER
AND OTHER EMERGENCY EVENTS

Southwestern University is committed to a year-round operating schedule in pursuit of its mission as an undergraduate residential institution of higher education. The University intends to remain open and adhere to full operations, including normal class schedules, insofar as it is possible. Southwestern University, however, does not advise members of the University community to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. While each person should exercise his/her best judgment with regard to road conditions and other safety concerns, Southwestern faculty and staff should come to work unless otherwise notified by telephone contact from a supervisor or by an announcement on one of the following radio and television stations:

<table>
<thead>
<tr>
<th>RADIO</th>
<th>TELEVISION</th>
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<tbody>
<tr>
<td>KLBJ-AM 590</td>
<td>KTBC Austin Channel 7 (Cable-Channel 2)</td>
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<tr>
<td>KVET-AM 1300/FM 98.1</td>
<td>K-EYE Austin Channel 42 (Cable-Channel 5)</td>
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<tr>
<td>KASE-FM 100.7</td>
<td>KXAN Austin Channel 36 (Cable-Channel 4)</td>
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<td>KVUE Austin Channel 24 (Cable-Channel 3)</td>
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<td>News8 Austin Channel 8 (Cable-Channel 8)</td>
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Radio and television announcements will air before 8:00 a.m.

Every effort will be made to contact the media as early as possible for the prompt announcement of opening/closing conditions. Please stay in touch with these radio and television stations for the dissemination of school announcements.
**Sustained Power Outages.** In the event the University loses public utility services for a sustained period of time, the University may need to implement emergency management procedures. The telecommunication system on campus will operate for a period of approximately 4 hours after the loss of power. During this period, relevant information can be relayed to students, faculty, and staff about class schedules, building operations, and staffing assignments on campus. If power is lost for a sustained period, all supervisors (students, faculty, and staff) should appoint another person to be "in charge" and assume responsibility for that area; the supervisors should then assemble in the Physical Plant for emergency management assignments and coordination. If telecommunications are not operating, Physical Plant staff and the Campus Police will be assigned to walk the campus and notify building occupants of the need for supervisors to assemble at the Physical Plant.

**Inclement Weather.** Should inclement weather or the threat of such weather necessitate the closing of the University, announcement of the early closing will be disseminated from each staff officer and supervisor to faculty and his/her staff members.

The responsibility for making the decision to close the University during inclement weather rests with the Provost and Dean of the Faculty and the Vice President for Fiscal Affairs. These persons are also responsible for making any decision to close the University early or to reduce staffing to a caretaking level because of threatening weather.

If inclement weather occurs and the University remains open, employees who miss work or who leave work early because of inclement weather must use annual leave (vacation leave) or, if annual leave is not available, leave without pay, for the work time missed. In these cases, the employee must secure prior permission from his/her supervisor to be absent or to leave early from work.

When the University is in session and students are on campus during inclement weather, provision should be made to keep essential services open and available to students. Physical Plant should sustain sufficient staffing to maintain residence halls and keep necessary campus buildings operational. In addition, the University Dining Services, the Bookstore, the Post Office, the Red & Charline McCombs Campus Center, the A. Frank Smith, Jr. Library Center, Computer Labs, and the Corbin J. Robertson Center should remain open.

Supervisors of these buildings are responsible for preparing/organizing a plan to provide sufficient staffing to keep these facilities open and available to students. Copies of these procedures should be kept in each building and be available to the staff in that building. They also should be on file in the Office of the Provost and Dean of the Faculty and the Vice President for Fiscal Affairs.
When Southwestern is not in session and the University has announced a closing because of inclement weather, certain key personnel must still report to work. Supervisors will identify key personnel who must report to work in all conditions.

The SU Home Page -- http://www.southwestern.edu/ -- will be a source of current information in times of bad weather or other emergency. Always check the web site before you attempt to call the campus operator for information.

The Campus Operator is a vital resource for coordinating campus closings and emergency situations. Because of the need to deal with priority events first, members of the campus community should stay in touch with the radio and television stations and the SU web site noted above for information announcements rather than calling the Campus Operator. Employees should first contact their supervisor before calling the Campus Operator. Because the voice mail system can handle a limited number of calls at a given time, please use the system sparingly during unusual conditions.

In the event that the University is threatened with severe thunderstorms and/or tornadoes, the Chief of Police, or her designee(s), has full authority to order all faculty, staff, and students to take shelter in designated locations on campus. To ensure the safety for all members of the community, faculty, staff, and students shall adhere to the order(s) of the Chief of Police, or her designee(s), until the threat of severe weather has subsided.

Cox Communications Cable (Cox) has a weather alert system. In the event of threatening weather, Cox will activate a warning that will be displayed on all Cox Channels. Please follow the orders of the Chief of Police during these weather alerts. On campus, stay tuned to the regular Cox channels during the threatening weather. The Southwestern broadcast channels will not have the warning alert.