



SAP 34.07.01.T1.03 Inclement Weather

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Procedure Statement

In order to safeguard students, faculty, and staff, Tarleton State University (Tarleton) may close one or more campuses when unsafe weather conditions exist.

Reason for Procedure

This procedure outlines the notification process and decision responsibilities related to weather-related closing of campuses.

Procedures and Responsibilities

1. GENERAL

- 1.1 Should weather or other conditions occur such that normal campus operations could be impeded, information will be provided to the appropriate local broadcast media. Tarleton administration will attempt to accomplish this notification by 6:00 a.m. Inclement weather announcements will be broadcast as follows:

- Radio and Television
- Posting on Tarleton's Website
- Email to Faculty, Staff and Students
- Code Purple; and
- Tarleton Control Center 254-968-9368

For inclement weather conditions during normal working hours, the decision will be announced through regular administrative channels in addition to the five media noted above.

Faculty, staff, and students should assume normal operation of the university if media outlets make no announcements of campus closings or delays.

Employees and students should use good judgment about driving to and from the campus when traveling conditions are hazardous.

1.2 Inclement weather decision responsibilities are designated as follows:

1.2.1 The vice president for finance and administration (VPFA) is responsible for determining whether classes in Stephenville will be cancelled or delayed and university offices closed or opening delayed. Time permitting, this determination will be made after consultation with the vice president for student life (VPSL) and the provost and executive vice president for academic affairs (provost). **If the Stephenville campus closes the Waco, Fort Worth, Southwest Metroplex and Midlothian campuses will automatically be closed.** Once a decision has been confirmed, and with time permitting, the assistant vice president for marketing and communication will be notified in the event assistance is needed with the notification process.

a. Sample Message

The following sample message will be submitted to applicable *news media* (Section 2, Media Notification), through university email and as a Code Purple message to active subscribers.

“Tarleton State University – Stephenville, Waco, Fort Worth, Southwest Metroplex and Midlothian campus locations are closed.”

1.2.2 The assistant vice president for outreach and off-campus programs within academic affairs is responsible for determining whether classes will be cancelled or delayed or if university offices are to be closed or open late in the event there is an event exclusive to either the Waco, Fort Worth, Southwest Metroplex or Midlothian campuses that does not impact Stephenville. **If the Stephenville campus closes, all remote campuses will also be closed.** If classes are cancelled and university offices close at the remote campuses, the following will occur:

a. The *news media* will be requested to announce applicable information if a campus will be closed or if classes will be delayed (See Sample Message).

- b. This information will be posted on Tarleton’s main website and each applicable location website at:
 - Tarleton Homepage: <http://www.tarleton.edu/>
 - Waco Campus Website: <http://www.tarleton.edu/waco/>
 - Fort Worth & Southwest Metroplex Campuses
Website: <http://www.tarleton.edu/fortworth/index.html>
 - Midlothian Campus
Website: <http://www.tarleton.edu/midlothian/index.html>
- c. An email will be sent to the appropriate campus location distribution list providing further notification if a campus will close or if classes will be delayed.
- d. In the event of inclement weather in Waco or Midlothian, Tarleton classes held in Waco or Midlothian will follow closing/delays as determined by McLennan Community College or Navarro College, respectively.
- e. A Code Purple message will be sent to all applicable subscribers by affected location.

1.2.3 Other Off-campus Locations

- a. Dora Lee Langdon Cultural & Education Center, Granbury, Texas
Observes the guidelines for Tarleton State University – Stephenville
- b. W.K. Gordon Center for Industrial History of Texas, Mingus,
Texas

If weather conditions deteriorate the director of each off-campus location has the discretion to make decisions regarding closure or a delayed opening.

2. MEDIA NOTIFICATION

The list of radio and television stations to be contacted is as follows:

2.1 Stephenville

2.1.1 Radio

- KSTV – FM 93.1
- KTRL – FM 90.5
- WBAP – 820 AM

2.1.2 Television

- KXAS - (5) NBC Affiliate

2.2 Waco

2.2.1 Radio

- WACO-FM 99.9

2.2.2 Television

- KWTX-(1) CBS Affiliate

2.3 Fort Worth, Southwest Metroplex, and Midlothian Campuses

2.3.1 Radio

- WBAP – 820 AM

2.3.2 Television

- KXAS - (5) NBC Affiliate

3. CRITICAL SERVICES

If a decision is made to close the university, certain critical areas shall be required to continue operations. These areas are:

- University Police – All essential personnel will report for regular shift.
- Facilities Maintenance – Employees designated by the director.
- Residential Living and Learning – Employees designated by the director.
- Barry B. Thompson Student Center – Employees designated by the director.
- Dining Services – Employees designated by the director.
- University Control Center – Employees designated by the director.
- Any other areas deemed critical by an appropriate administrative office.

4. EMERGENCY MANAGEMENT PLANS

For additional reference, emergency operation plans and procedures have been developed for the following offices and operations:

- Tarleton Emergency Management Team
- University Police Department
- University Physical Facilities
- University Residential Living and Learning
- McLennan Community College Police Department
- Fort Worth Hickman ER Investigations
- Navarro College – Midlothian Campus

Contact Office

Vice President for Finance and Administration
254-968-9877