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 standard administrative procedure (SAP) 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 in addition to notification of the Tarleton Control Center. Tarleton administration will attempt to accomplish this notification by 6:00 a.m. Inclement weather announcements will be broadcast as follows:

    • Code Purple;
    • Posting on Tarleton’s website automatically activated by Code Purple;
    • Email to faculty, staff and students;
    • Tarleton social media accounts;
    • Radio and television; and
    • Tarleton Control Center (254-968-9265).
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) or designee 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 affairs (VPSA) and the provost and executive vice president for academic affairs (provost). Depending on the inclement weather event these individuals may delegate this review authority. **If the Stephenville campus closes the Waco, Fort Worth and Midlothian campuses will automatically be closed unless circumstances exist that warrant non-closure of those campus locations per recommendation by the associate vice president for outreach and off campus programs (AVP).** 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 and a message, similar to 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.

Sample Message:
“Tarleton State University – Stephenville, Waco, Fort Worth and Midlothian campus locations are closed.”

1.2.2 On the occasion there is an event exclusive to either the Waco, Fort Worth or Midlothian campuses that does not impact Stephenville, the AVP within Enrollment Management is responsible for determining whether classes and operations for those campus locations will be cancelled or delayed. **If the Stephenville campus closes, all remote campuses will also be closed unless circumstances exist that warrant non-closure of those campus locations per recommendation by the AVP.** If classes are cancelled and university offices close at the remote campuses only and closure does not include the Stephenville campus, 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 in subsection 1.2.1).

b. This information will be posted on Tarleton’s main website and each applicable location website at:

- Tarleton Homepage: [http://www.tarleton.edu/](http://www.tarleton.edu/)
- Waco Campus Website: [http://www.tarleton.edu/waco/](http://www.tarleton.edu/waco/)
- Fort Worth Campuses Website: [http://www.tarleton.edu/fortworth/index.html](http://www.tarleton.edu/fortworth/index.html)
- Midlothian Campus Website: [http://www.tarleton.edu/midlothian/index.html](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 – Observes the guidelines for Tarleton State University – Stephenville.

If weather conditions deteriorate, the director of each off-campus location listed above has the discretion to make decisions regarding closure or a delayed opening related to the respective location.
2. MEDIA NOTIFICATION

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

2.1 Stephenville
Radio
• KSTV – FM 93.1
• KTRL (Tarleton Public Radio) – FM 90.5
• WBAP – 820 AM

Television
• KXAS - (5) NBC Affiliate
• WFAA – (8) ABC Affiliate

2.2 Waco
Radio
• WACO-FM 100

Television
• KWTX-(10) CBS Affiliate

2.3 Fort Worth and Midlothian Campuses
Radio
• WBAP – 820 AM

Television
• KXAS - (5) NBC Affiliate
• WFAA – (8) ABC Affiliate

3. CRITICAL SERVICES

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

• University Police – All essential personnel will report for regular shift.
• Facilities Maintenance – Personnel designated by the director of facilities and construction.
• Residence Life – Personnel designated by the director.
• Barry B. Thompson Student Center – Personnel designated by the director.
• Dining Services – Personnel designated by the director.
• University Control Center – Personnel 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 Council
- University Police Department
- University Physical Facilities
- University Residence Life
- McLennan Community College Police Department
- Fort Worth Hickman ER Investigations
- Navarro College – Midlothian Campus

Contact Office

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