



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 34.04: Closing of MSU Due to Extreme Weather Conditions, Energy Curtailment, or Other Emergency Situations

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: President
Responsible Office: Vice President for Enrollment Management and Student Affairs
Next Scheduled Review: 10/01/2027

I. Policy Statement/Purpose

The purpose of this Operating Policy/Procedure (OP) is to establish policy at Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System, regarding campus changes during emergency situations, including procedures for staffing University operations.

II. Policy/Procedure

A. Extreme Weather Conditions

1. When weather conditions and/or reports indicate the potential for icing or snow, the Associate Vice President for Facilities Services will notify the Chief of Police.
2. The MSU Police Department (MSUPD) shift supervisor will send the road condition report to the Chief of Police and the Associate Vice President for Facilities Services at a predetermined time.
3. In collaboration, the Chief of Police and the Associate Vice President for Facilities Services will consider the severity of the event and form a recommendation sent to the Vice President for Enrollment Management and Student Affairs.
 - a. If possible, this recommendation will be made prior to 6:00 p.m. of the preceding day.
 - b. In those cases where hazardous conditions arise during the night, every effort will be made to send the recommendation to the Vice President for Enrollment Management and Student Affairs prior to 5:30 a.m.

4. The Vice President for Enrollment Management and Student Affairs will contact the President, Provost, Chief of Staff, and Director of Marketing and Public Information with this recommendation. Once a decision has been made, the Vice President for Enrollment Management and Student Affairs will immediately inform the Associate Vice President for Facilities Services to relay the information to proper areas.
 - a. Because severe weather and road conditions change quickly, notification will be sent as early as possible with the most accurate information available.
 - b. Snow/ice removal will be handled in accordance with the MSU Snow/Ice Removal Protocol.

B. Energy Curtailment or Other Emergencies

Energy curtailment or other emergencies will be identified and discussed between the Associate Vice President for Facilities Services and the Emergency Management Coordinator/MSU Police Chief. Should there be a need to adjust classes or campus work operations, a recommendation will be sent to the Vice President for Enrollment Management and Student Affairs. The communication protocol and timing presented in sections A.3 and A.4 above will apply.

C. Procedures for Implementation of OP

1. If classes are to be suspended or shifted to online instruction and offices are to be closed or shifted to remote work operations, the President will notify the Provost, Vice President for Enrollment Management and Student Affairs, and the Director of Marketing and Public Information. The Director of Marketing and Public Information will notify appropriate media and work with the MSU Police Chief (or designee) to issue MSU Alerts.
2. In the event the Director of Marketing and Public Information cannot be notified, the University's Public Relations Specialist or other appropriate representative will fulfill this function.
3. In any situation where the designated administrators are unavailable, the Vice President for Enrollment Management and Student Affairs will make direct contact with the President or the Acting President.
4. The same procedure will be used to determine and announce the time when essential personnel staffing ceases and normal staffing and classes resume.

D. Identification of Essential Personnel

1. It is the responsibility of the President, Provost, Vice Presidents, and Deans to assure by October 1 of each year the administrators in the organization notify those persons designated as essential personnel. The designation of essential personnel may also be included in the employee's job description.

2. Essential personnel are employees who have been designated as critical to the operation of the University and whose presence is required regardless of the existence of an emergency condition or University closing, and whose absence from duty could endanger the safety or well-being of the campus population and/or facilities.
3. While the recommendations below provide a guideline for the identification of essential personnel, the President, Provost, and Vice Presidents have the ultimate discretion to add or remove personnel from this list because of extenuating business need, unforeseeable circumstance, or other justifiable matters of significance.

Typical positions that ensure the safety of our students, employees, and University property include:

- a. University President
- b. University police
- c. Residence life employees
- d. Facilities employees and internet technology (IT) personnel
- e. University Wellness Center and counseling services employees
- f. Environmental Health, Safety, and Risk Management employees
- g. Food Services
- h. Moffett Library

Any positions that have received an essential personnel designation should have this designation notated on the official job description on file with the Office of Human Resources.

Administrative officers may release essential personnel from their responsibilities to report for work on an individual basis if their services are not needed during a specific emergency. Administrative officers may designate other personnel as essential for a specific emergency on an individual basis by providing notice to the employee if their services are needed.

E. Compensation of Essential Personnel During a Closing, Delay, Dismissal, or Remote Workday Designated by the President (Emergency Period)

1. Exempt Employees

Exempt employees are paid for the accomplishment of assigned tasks and will not be entitled to overtime/compensatory time or additional compensation for hours worked during an emergency period.

2. Non-exempt Employees

Non-exempt employees will receive overtime/compensatory time for the number of hours actually worked during an emergency period, in accordance with normal policy governing overtime and additional compensation (see [OP 52.55: Overtime Policy](#)).

3. Employees who are not designated as essential personnel or not provided notice as essential for a specific emergency but who report to work during an officially declared emergency situation should be sent home immediately.
4. It is the supervisor's responsibility to ensure their employees' time/leave is entered correctly before approving.

F. Announcement of Policy

The President will prepare and distribute to the Provost, all Vice Presidents, Deans, Department Heads, Administrators, and Directors in MSU a general information memorandum on this policy by November 1 of each year.

III. Related Statutes, Rules, Policies, and Resources

[TTU System Regulation 01.06: Continuity of Operations - Standards of Practice](#)
MSU Snow/Ice Removal Protocol

IV. Responsible Office

Contact: Vice President for Enrollment Management and Student Affairs
Phone: (940) 397-4291
E-mail: keith.lamb@msutexas.edu

Revision History

- 11/10/1989: Policy/Procedure 4.119 (Closing of MSU Due to Extreme Weather Conditions) adopted and approved by the MSU Board of Regents.
- 05/12/1995: Modified to reflect the University's new telephone number.
- 08/08/1997: Deleted the unnecessary reference to the University's main telephone number.
- 02/11/2000: Changes made only in wording according to the transition from divisions to colleges (division director changed to dean or chair, division changed to college or program, coordinator to chair, etc.).
- 08/05/2021: Renumbered by the MSU Board of Regents as Operating Policy and Procedure (OP) 34.04: Closing of MSU Due to Extreme Weather Conditions.
- 06/14/2024: Revised to reflect current procedures and to align with Texas Tech University System and renamed: OP 34.04: Closing of MSU Due to Extreme Weather Conditions, Energy Curtailment, or Other Emergency Situations. Adopted and approved by MSU President Stacia Haynie.

MSU Snow/Ice Removal Protocol
(Last Revised 06-14-2024)

1. When MSU is closed due to a snow or ice event, Grounds personnel will clear snow/ice from the eastern entrances of Pierce and Killingsworth, the Legacy loggia eastward toward Clark Student Center, and the southeast sidewalk at McCullough-Trigg dorms (see attached [sketch](#)). The western entrance to Clark Student Center will be cleared so there are direct paths from the dining facility's doors to Killingsworth, Pierce, and Legacy. They will also create at least one path along Louis J. Rodriguez Drive from Legacy to Redwine, including the entrance to Sundance. No other buildings or residents halls will be cleared of snow/ice. Snow/ice removal will typically begin at 7 AM and end when the above areas are cleared (2-3 hours later). Ice-melt material will scattered on cleared areas. If conditions necessitate the additional need, Grounds personnel will repeat their distribution of ice-melt on resident hall paths prior to leaving for the day. Grounds personnel will not return the same day, even if conditions continue to worsen. **Snow/ice will not be removed from any streets.**
2. The above efforts will reoccur every morning MSU is closed and conditions warrant, including weekends.
3. When MSU reopens, Grounds personnel will be on site at 7 AM to begin clearing snow/ice from at least one entrance to all academic buildings. One snow-free path from the closest parking lot to a building entrance will be created. Ice-melt will be scattered in slick areas near the single cleared building entrance. Depending on the severity of the snow/ice, this process could take at least half a day to complete before all buildings have one accessible path.
4. Sidewalks, parking lots, and streets will not be cleared other than the areas noted above.
5. If temperatures during the day rise to allow significant thawing prior to an expected re-freeze later in the evening, Grounds personnel will not return to clear building entrances. Small quantities of ice melt will be available in each dorm for distribution by Housing personnel for critical areas.
6. There are no efforts mentioned above to clear ramps or create access for disabled students/personnel. If we know of a specific route a disabled individual needs to take, we can attempt to clear it. Otherwise, we do not have the labor/equipment to create an accessible path to all buildings. If such a route need were forwarded to Facilities by, say, November 1 of each year so we knew where to concentrate our efforts during the winter, we would be in a better position to keep such areas open. Waiting until after a snow event has occurred to determine the need will prevent a proactive response from Facilities Services.
7. Clark Student Center remains open with regular hours during snow days, and there should be at least one student worker for the Info Desk/Rec Room. Mesquite Dining Hall remains open as we have students residing on campus who need to eat (the Food Court and Mavericks corner). As a side note, the Wellness Center also remains open, and oftentimes, Moffett Library. All three of these buildings will require custodial personnel on these snow days (only 2-3 hours of assistance in each building each day).