8.3.1 Emergency Closings

Chapter 8 - Health & Safety  
Original Effective Date: June 2000

Section: 8.3 Emergency Closings, Disaster Communication Plan, Disturbances on Campus  
Date Last Reviewed: September 2021

Responsible Entity: Vice President and Chief of Staff  
Date Last Revised: September 2021

I. Purpose

To establish work and time reporting guidelines during emergency situations or severe weather events when a decision is made to close or reduce operations at UT Health San Antonio.

II. Scope

This policy applies to all faculty, administrative and professional (A&P), and classified employees of UT Health San Antonio regardless of work location.

III. Policy

UT Health San Antonio (University) will remain open in most cases during emergency situations and severe weather events, unless the President or a designee declares that the University is closed. In those situations, the Vice President/Chief of Staff will coordinate with University leadership and others to communicate the closing to employees and the community.

In extreme situations when the University is closed, essential personnel may be required to report to work. Vice Presidents and Deans will determine in advance which positions are considered "essential". Those individuals will earn compensatory time.

Employees who do not believe they can travel safely to work during extreme situations (weather-related or other) are expected to notify their immediate supervisor at the earliest time that such restrictions are known. Hours missed by employees will be handled as any other absence and will be charged to leave or result in reduction of pay.

IV. Definitions

There are no defined terms used in this Policy.
V. Related References

UT Health San Antonio, Campus Status website

HSC Alert notification system

VI. Review and Approval History

A. The approving authority of this policy is the University Executive Committee.

B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Action Taken</th>
<th>Approved By</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/2000</td>
<td>Policy Origination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/2010</td>
<td>Policy Revision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/2021</td>
<td>Policy Revision</td>
<td>Executive Committee</td>
<td>9/30/21</td>
</tr>
</tbody>
</table>