

## HMSC Inclement Weather Emergency Closure Policy and Procedures

In the rare circumstance of extreme weather conditions forcing closure of the Hatfield Marine Science Center (HMSC), the following procedures should be followed to ensure maintenance of essential services and effective communication to employees, students, and volunteers.

### Decision-making

The decision to close the HMSC on any given day (or to open late or close early) due to extreme weather conditions rests with the Director of the HMSC with final approval from the OSU President or his designee. In cases where the Director is on travel and unreachable, the person with designated signatory authority (assigned by the Director prior to commencing travel) shall make such decisions; at the present time, the principal designee is Gil Sylvia, and the secondary designee is Janet Webster. In cases where neither the Director nor his designee can be reached, any member of the HMSC Executive Committee is authorized to make such a decision.

Facility closure decisions will be based upon the most current information available about weather, road conditions, and functioning systems at HMSC.

### Notification

Any decision to delay opening time of the HMSC, or to close the facility entirely for the day, should be made by no later than 6:00 AM on the affected day. If conditions develop during the course of a business day warranting early closure, that decision can be made at any time.

Notification of a delayed opening or closure shall be communicated immediately to local radio stations and to the OSU Vice President for Finance and Administration (Mark McCambridge). In addition, a message regarding the closure or curtailed schedule shall be posted on the HMSC home page (<http://hmsc.oregonstate.edu>) and on the HMSC main phone line (541-867-0100). Finally, notice should be sent to the OSU Dept. of Public Safety (tel. 541-737-3010) for dissemination to the OSU web page (<http://alert.oregonstate.edu/>) and the OSU "Quick Check" weather alert hotline (541-737-8000).

Communication procedure:

- 1) Director notifies:
  - a. OSU VP for Finance & Admin (Mark McCambridge)
  - b. Designated member of HMSC Executive Committee, who notifies rest of ExCom
  - c. HMSC Facilities Manager (Randy Walker), who notifies HMSC Facilities essential services personnel
  - d. HMSC Program Manager (Ken Hall), who notifies:
    - i. Yaquina Bay Communications (KCRF, KYTE, KNPT, etc.): 541-265-2266
    - ii. KPPT (Boss Radio 100.7FM) and KCUP (1230AM): 541-265-5000
    - iii. KSHL (97.5FM): 541-265-6477
    - iv. KLCC / KLCO (90.5 FM OPB/NPR) via FAX: 541-463-6046
    - v. KOAC 550AM (Corvallis OPB affiliate): 541-737-4311 or email: [opbnews@opb.org](mailto:opbnews@opb.org)
  - e. HMSC Computing Service Manager (Dann Cutter), who posts message to HMSC web page and main phone line: 541-867-0100
  - f. HMSC Business Office Manager (Joel Colvin:), who notifies OSU Dept. of Public Safety: 541-737-3010 (and/ or email to: [public.safety@oregonstate.edu](mailto:public.safety@oregonstate.edu))
  - g. HMSC Academic Program Manager (Itchung Cheung), who notifies affected instructors (OSU and OCCO)

- h. Agency Contacts: Use existing protocols, following communication mechanisms noted above, along with distribution of an updated telephone/contact list.

2) Contingencies

- a. If Director can not establish phone contact with Program Manager, calls to radio stations shall be made by the Director or another designee.
- b. Telephone outages must be anticipated, and staff should be advised to check more than one source (e.g., web, radio) for confirmation.
- c. Facilities crew to check on HMSC Housing to communicate information to residents.

**Personnel issues** (for OSU employees)

When a decision is reached that the HMSC will be closed, OSU employees are not given the choice to come to work or stay at work unless formally assigned to the team responsible for essential services, which will include selected personnel and activities at OSU Ship Support.

If you are personally concerned about hazardous driving conditions during periods of inclement weather, you are asked to make the safest decision possible for yourself with respect to travel to and from work. Under this circumstance, if the HMSC remains open for business, OSU employees should notify their supervisor if they choose not to come in to work and are required to use personal/vacation leave to account for any absence.

This policy, and a link to the OSU policy on personnel time and leave reporting due to interruptions caused by weather, power outages, etc. (<http://oregonstate.edu/admin/hr/policies.html#Misc>), shall be posted on the web: (<http://hmsc.oregonstate.edu/content/weatherpolicy.html>) and hard copies posted to bulletin boards around the HMSC.

**Notes**

Central Lincoln PUD emergency contact number: 866-484-3783

The SEIU contract calls out the obligation of Oregon State University to notify classified employees prior to the beginning of their work shifts, not to report to work because of facility closures or curtailment of work due to inclement weather or hazardous conditions prior to an employee leaving their home.

List of radio station phone numbers should be reviewed and verified every six months.

“Telephone trees” of contact numbers for unit heads and key administrative personnel should be made available and similarly updated each six months.