HMSC Emergency Closure Policy and Procedures

If circumstances require emergency closure of the HMSC, the following procedures shall 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 an emergency rests with the Director of the HMSC or his designee. In cases where the Director is on travel and unreachable, Gil Sylvia shall make such decisions, and the secondary designee is Jim Lewis, followed by Maryann Bozza.

Facility closure decisions are based upon the most current information available about the emergency from local, state and federal sources, including the Lincoln County Emergency Command (541-265-4277) in the case of distant tsunami warnings.

Director’s Office staff are advised to share information via phone, text or email with the Director and/or each other as weather, warnings or other situations develop. HMSC Network Administrator (Dann Cutter) or his designee may place an Alert on the HMSC website and send an email to the HMSC Community in advance of a decision to close the facility. The Alert will provide links and advise staff to check back for updates and to monitor conditions for their own safety. If the Director considers a closure and decides to maintain a normal schedule, the fact the HMSC is open will be posted on the website, phone line and communicated by email, to communicate that a final decision has been made.
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Communication Procedure:
1. The HMSC Director, based on weather reports or communication of other hazards from county, state or federal sources, and in consultation with Executive Committee members or Director’s office staff, makes a decision for a facility closure or delayed opening. A decision should be made before 6am. In most cases, a delayed opening, which may be announced the night before, will be used to allow time to consider a full closure.

2. Director notifies:
   a. OSU Dept. of Public Safety, (541) 737-3010
   b. HMSC Director will contact HMSC Executive Committee and Agency Managers by phone, text and/or email, and they in turn are asked to acknowledge receipt of the message immediately.
   c. HMSC Facilities Manager (Jim Lewis), who notifies HMSC Facilities essential services personnel. Facilities crew to check on HMSC Housing to communicate information to residents. In case of evacuation due to distant Tsunami Warning, Facilities crew will post evacuation signs on all entrances.
   d. HMSC Program Manager (Maryann Bozza), who notifies:
      i. Yaquina Bay Communications (KCRF, KYTE, KNPT, etc.): 541-265-2266
      ii. KPPT (Boss 100.7FM) and KCUP (1230AM): 541-265-5000
      iii. KSHL (97.5FM): 541-265-6477
      iv. KLCC / KLCO (90.5 FM OPB/NPR): 541-463-6022
      v. KOAC 550AM (Corvallis OPB affiliate) by email: opbnews@opb.org
   e. HMSC Network Administrator (Dann Cutter), who posts message and subsequent updates to HMSC webpage and main phone line: 541-867-0100 and sends an email to the HMSC Community copying the following OSU leadership:
      • President Ed Ray
      • Provost Sabah Randhawa
      • David Blake
      • Glenn Ford
      • Cynthia Sagers
      • Steve Clark
      • Michael Bamberger
   f. HMSC Academic Program Manager (Itchung Cheung), who notifies affected instructors, students and interns.

3. Contingencies
   a. If Director cannot reach designated personnel, duties will be reassigned.
   b. Telephone outages should be anticipated, and staff should be advised to check more than one source (e.g., web, radio) for confirmation.

4. Re-opening: To re-open, the Director will again implement the Communication procedure to inform staff that they may return to HMSC.