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 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, which will activate the HMSC Response Team (see above).

Facility closure decisions are based upon the most current information available about the emergency from the Lincoln County Emergency Command (541-265-4277.)

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) 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.

**Notification:** Based upon advice of the Lincoln County Emergency Command (with the exception of inclement weather closures) decisions on closure will follow the procedures outlined above. Notification of a delayed opening or closure shall be communicated immediately to the OSU Dept. of Public Safety (tel. 541-737-3010) and to local radio stations. In addition, a message regarding the closure or curtailed schedule shall be posted on the HMSC webpage (http://hmsc.oregonstate.edu) and on the HMSC main phone line (541-867-0100), and emailed to the Community List. Finally, notice will 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).

After an all-clear has been received from the Lincoln County Emergency Command, the Director will again implement the Communication procedure below to inform everyone that they may return to HMSC.

updated 12/21/12
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Communication Procedure:

1. Lincoln County Emergency Management contacts the Director of HMSC or his designee.

2. Director notifies:
   a. OSU VP for Finance & Admin (Mark McCambridge)
   b. Designated member of HMSC Executive Committee, who notifies rest of that committee.
   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 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): 541-737-4311 or email: opbnews@opb.org
   e. HMSC Network Administrator (Dann Cutter), who posts message to HMSC webpage and main phone line: 541-867-0100 and sends an email to the HMSC Community. Updates will be posted online.
   f. AMBC-Newport Business Office Manager (Bob Moch), who notifies OSU Dept. of Public Safety: 541-737-3010 (and/ or email to: public.safety@oregonstate.edu)
   g. HMSC Academic Program Manager (Itchung Cheung), who notifies affected instructors, students and interns.
   h. Agency Contacts: HMSC Director will contact Agency managers by telephone (contact list to be updated regularly).

3. Contingencies
   a. If Director cannot establish phone contact with Program Manager, calls to radio stations shall be made by the Director or another designee.
   b. Telephone outages should be anticipated, and staff should be advised to check more than one source (e.g., web, radio) for confirmation.

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