Interim Emergency Closure Procedures for Academic Year 2017-18
Ohio University Heritage College of Osteopathic Medicine

1) Athens Campus
   a. Employees follow Ohio University emergency closure procedures – Only the President of Ohio University (or his or her designated representative) has the authority to declare an emergency and close school for the main campus, regional campuses, or regional teaching sites of Ohio University.

2) Extension Campus
   a. Cleveland
      i. Dean declares emergency closure for respective HCOM courses and programs. Campus Dean provides an email to the Executive Dean (and designees – Vice Dean and Chief Administrative Officer) regarding his/her decision to close the campus courses and programs due to an emergency, and the email must include specific times, dates and rationale (e.g. Heritage College – Dublin classes and programming are cancelled May 2, 2017 from 12 Noon to 8 PM due to inclement weather). Heritage College faculty and staff do not report to work.
      ii. The Executive Dean’s designees (Vice Dean and Chief Administrative Officer) must communicate in writing to the Provost’s Office (Chief of Staff), University Communications and Marketing, and University Human Resources regarding the course and program closure.
      iii. The Executive Dean’s designees must contact the Heritage College Chief Communication Officer in order to update the Heritage College website.

   b. Dublin
      i. The Dublin Dean of HCOM, OHIO Dean of CHSP, and CSCC’s Director of Regional Learning Centers (RLCs) or designee, will confer with OHIO’s Chief Executive Officer of the campus to:
         1. communicate the decision through respective emergency notification systems;
         2. work with respective access control, police/security department, and contracted security provider to ensure access/lock-down is in place;
         3. ensure all other campus services are appropriately staffed (i.e. parking lots cleared, contracted security on site, etc.).

3) Clinical Campus Sites
   a. Assistant Dean recommends via email to the Associate Dean for Academic Affairs to close campus for respective HCOM courses and programs due to an emergency and must include specific times, dates and rationale.
   b. The Associate Dean for Academic Affairs can accept the recommendation and email the course and program closures to the Executive Dean and designees (Vice Dean and Chief Administrative Officer). If recommendation is accepted, Heritage College faculty and staff do not report to work.
   c. The Executive Dean’s designees (Vice Dean and Chief Administrative Officer) must communicate to the Provost’s Office (Chief of Staff), University Communications and Marketing, and University Human Resources regarding the course and program closure.
   d. The Executive Dean’s designees must contact the Heritage College Chief Communication Officer in order to update the Heritage College website.

Reference: Ohio University Policy #41.051 [http://www.ohio.edu/policy/40-051.html]

Approved by Provost Office 05/10/2017