

# **Satellite Campus Emergency Closure Policy**

## **College of Pharmacy**

### **University of Louisiana at Monroe**

Approved: 10/1/2012

Revised: 1/29/2018

#### 1. Purpose:

The purpose of this Emergency Closure Plan for Faculty & Staff is to provide important information in the event an emergency or natural disaster that occurs within the College of Pharmacy Satellite Campus or the general area and impacts normal operations. Together with the other emergency plans developed by The University of Louisiana at Monroe, this plan will assist in initiating the appropriate response. Many factors are taken into consideration when deciding to close schools, but the safety of students and staff is the number one consideration.

#### 2. Introduction:

During such closings, all employees except those who are defined as "emergency essential" will be requested to leave work or not report for work. The university will close before travel conditions become dangerous and will not reopen until the environment is safe.

#### 3. Personnel Affected:

This policy applies to all faculty and staff employees of the University of Louisiana at Monroe College of Pharmacy Satellite Campuses.

#### 4. Responsibility:

##### Regional Deans:

- A. Keeping up to date emergency contact information for all faculty and staff as well as ULM COP administration at their campus.
- B. Closing the Campus
- C. Notifying the Dean and appropriate faculty and/or staff (i.e. Department Head, Director of Experiential Education) immediately regarding the status of Satellite Campuses and providing updates, as new information is available

##### Dean:

- A. Notifying the Vice President of Academic Affairs who will then notify the President regarding the status of the Satellite Campuses and providing updates, as new information is available

#### 5. Policy:

Emergencies may arise from inclement or severe weather, natural disaster, energy system failures, pandemic, mass casualty, fire, bomb threats, acts of terrorism or other events. Each Regional Dean is responsible for developing an internal communications plan to notify their employees of the University's operating status, including the suspension and/or cancellation of classes. Decisions to limit or suspend campus services and operations are made according to the nature and extent of the emergency, and are guided by available information. Information may be obtained from but not limited to State Office Building closures, Parish School closures, other University or College closures and medical facility closures.

P4 students on rotation at the Satellite Campus will be dismissed at the discretion of the Regional Dean based on the above criteria and information from the Monroe Campus. Due to the medical staffing needs of the host facility, faculty deemed essential to the function may be required to work and the procedures of the host facility should be followed. Faculty may be required by the University to work even though students are dismissed.

The decision to re-open the Satellite Campus shall be made in conjunction with the Dean and shall rely on the types of information listed above. The University Emergency Response Plan for Faculty & Staff shall be consulted for more information on Emergency Preparedness. Closure of any campus is independent of the status of the other campuses and the closure of one campus does not facilitate the closure of any other campus.