

# INCLEMENT WEATHER

## 1. DURING NON-BUSINESS HOURS

In the event that weather or other conditions are such that normal campus operations could be impeded, the Vice President for Student Affairs / Dean of Students will be responsible for determining whether classes will be cancelled or delayed and if University offices will be closed or opened late. Such information will be provided to the local broadcast media by the Office of Public Affairs, normally no later than 6:30 a.m. Information may also be obtained by calling 972-601-2049, or by watching TCI Arlington's Channel 98.

The news media will normally only make announcements concerning closings. In the absence of a specific announcement curtailing activities, the faculty, staff, and students should assume normal operation of the University.

If a decision is made to close the University, certain critical areas shall be required to continue operations. The areas are:

- University Police – All employees report to regular shifts.
- Physical Plant – Employees designated by the Director will report for work.
- Housing and University Center – Employees designated by the Director will report for work.
- Any other area deemed critical by an appropriate administrative officer.

## 2. DURING BUSINESS HOURS

- If classes are in session and offices occupied, the notification will be made through the Office of Public Affairs via email or other forms of notification.
- Notification will be made to the UTA Police Department Communication Center at 817-272-3381.

- Should the decision be made to close the University, employees should prepare work and classroom areas as necessary to lessen potential property loss from the adverse event. Such as:
  - Disconnect all electrical equipment, computers, TV, VCR, science equipment.
  - Move delicate or electrical equipment away from windows toward the interior walls to the extent possible.
  - Secure, close, and lock windows and doors when leaving and turn off all lights.

### 3. TORNADO

Tornados give little or no advance warning. Extreme and sudden winds can present similar hazards. Take precautions upon notification of tornadic-like weather.

- Seek shelter inside buildings or other secure locations. **Avoid glass and exposure to flying debris.**
- Occupants should move to the main or lower floor as quickly as possible.
- If time does not allow for movement, shelter in place away from windows and under protective items such as tables or desks.
- Hallways and stairwells away from glass are also acceptable shelter areas.
- Once individuals have reached shelter, they should sit on the floor with their hands on their heads and their heads in a down position. Try to stay as low as possible.
- Once the hazard has stabilized, exit from the building to the evacuation assembly point, as in the evacuation plan.