

SHREVEPORT

Office of the Chancellor

POLICY STATEMENT

NO. 1 03.03

COORDINATED BY Office of the Chancellor

EFFECTIVE October 25, 1978

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REVISED May 6, 1991

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SUBJECT Dismissal of Classes or Closing the University  
in Emergency Situations

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I. PURPOSE

To establish policies and procedures to be followed in situations which necessitate the suspension of classes and/or reduction of other activities on the campus.

II. GENERAL POLICY

- A. Occasionally, situations develop which require the suspension of classes and/or reduction of other activities on the campus. Examples of such situations are: exceedingly inclement weather, malfunctions of the central heating and cooling plant, chemical or biological problems, fire and explosions.
- B. During inclement conditions students and employees should assume that normal scheduling is being observed unless they hear contrary reports from the news media or official University sources. Students and employees are urged to monitor radio and television stations during suspect conditions.
- C. Employees who are not specifically relieved from duty during emergency situations and who do not report for work are charged annual leave or leave without pay (at the option of the employee), unless they certify to the satisfaction of their supervisors that they were absent due to conditions beyond their control and which warrant the granting of civil leave as provided by Civil Service or University regulations.

III. DECISION AND NOTIFICATION RESPONSIBILITY

- A. The decision to suspend activities or close the University is made by the Chancellor. The Office of the Chancellor transmits the decision to the Director of Information Services and the vice chancellors, who, in turn, notify the appropriate personnel in their respective areas.

- B. In the absence of the Chancellor, the Provost makes the decision about University operations in emergencies. His/her office then becomes responsible for the notification process described in Paragraph III-A.
- C. The Director of Information Services notifies the news media of any changes in normal operation. Based upon the seriousness of the situations, these media reports specify the extent of suspensions or closings and which personnel should report for work. In the absence of the Director of Information Services, the news media are notified by the Office of the Chancellor.

1. When the University is closed, the announcement provided the news media is as follows:

"All classes, events, and activities at LSUS are suspended and all offices and departments except those previously designated as essential for minimal operation will be closed today (or until further notice). Faculty and staff, with the exception of those previously and specifically told to do so, are not to report for work."

2. On occasions when only classes are suspended, the announcement provided the news media is as follows:

"All classes, events, and activities at LSUS are suspended today (or until further notice). However, all departmental offices will be open and all faculty and staff are expected to report to work."

3. The news directors of the television stations notified are as follows:

KTBS (3) ABC	868-3644
KTAL (6) NBC	425-2422
KSLA (12) CBS	222-1212

4. The news directors of the radio stations notified are as follows:

KBCL	861-1070	KMJJ	227-8020
KDAQ	797-5150	KOKA	222-3122
KDKS	221-5357	KRMD	865-5173
KEEL	425-8692	KTAL	425-2422
KFLO	222-2744	KTUX	635-9999
KITT	425-8692	KVKI	221-9696
		KWKH	688-1130

IV. IDENTIFICATION OF ESSENTIAL PERSONNEL


The Vice Chancellor for Administration shall designate the positions on campus, by title, which are deemed "essential" during closures. These positions shall be confirmed, in writing, to the department head supervising these positions. The department head will advise each employee in these positions, also in writing, with a copy forwarded to Human Resource Management for that employee's personnel file.


The Vice Chancellor will review the employment records each August to determine if any additional personnel have been employed who need to be so advised.

See Attachment 1 for a sample letter.

V. ANNOUNCEMENT OF POLICY

The Vice Chancellor for Administration prepares for the Chancellor's signature a general information memorandum on this policy by September 1 of each year. See Attachment 2 for a sample memorandum.

Recommended:  6/03/91  
William L. Ferguson Date  
Vice Chancellor for Administration  
and Finance

APPROVED:  6/5/91  
John R. Darling, Chancellor Date

M E M O R A N D U M

TO: Department Head  
FROM: Vice Chancellor for Administration  
DATE: August 1

The following employees are deemed essential in the event of closure of the University:

Director and Assistant Director of Physical Plant  
Power Plant employees (all classifications)  
Electrician  
Maintenance Repairmen 2  
University Police (all classifications)

M E M O R A N D U M

TO: (Essential Personnel)  
FROM: Department Head  
DATE:  
SUBJECT: Designation as Essential Personnel

You have been designated as an essential employee in the event of the suspension of classes and closing of offices at the University or for other events deemed appropriate by the Chancellor. Essential personnel may be required to report to work if either contacted by a University official or the University announces "essential personnel only staffing" on the local broadcast news media.

When "essential personnel only staffing" is announced, it will indicate that the University is closed to the public, but certain employees need to be available to handle emergency situations which may arise or to take care of business that cannot be postponed or cancelled.

cc: Vice Chancellor for Administration  
Director, Human Resource Management

M E M O R A N D U M

TO: All LSU in Shreveport Employees  
FROM: John R. Darling, Chancellor  
DATE: September 1  
SUBJECT: Suspension of Classes and Closing of Offices Due to  
Inclement Weather

The following guidelines will be observed in the event of closure:

Emergency leave will be granted only for periods during which classes are suspended and offices are closed and/or when "essential personnel only staffing" is declared by the Chancellor. Employees should stay tuned to local broadcast news media and, in the absence of such announcements, are expected to report to work.

Employees who fail to report to work in the absence of an appropriate confirmed announcement will be charged for annual leave or leave without pay. Sick leave may not be used during these periods unless the employee is actually ill, and department administrative officials should confirm to their satisfaction the legitimacy of such leave requests.

Under separate memoranda certain employees will be named essential personnel. If you are not notified by your supervisor that you are designated as "essential," you will not be required to report to work during the suspension of classes and closing of offices.

Thank you for your cooperation.