



Emergency Closing Policy
Responsible Executive: CHRO
Originally Issued: September 28, 2006
Revised: January 27, 2020

OFFICE OF HUMAN RESOURCES
POLICY LIBRARY

Emergency Closing

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POLICY STATEMENT

When an incident occurs that may pose a threat to the University community, Clemson University follows the authority and procedures established herein to implement a swift, unified, and comprehensive response that will safeguard the welfare of its students and employees and maintain its essential operations.

This policy applies to all Clemson University employees and student workers (hereafter referred to as “personnel”). Personnel who fail to adhere to this policy are subject to disciplinary action, up to and including termination.

REASON FOR POLICY

- To ensure a swift, unified, and comprehensive response to incidents that may pose a threat to the health, safety, or welfare of University community members
- To establish authority for closing University facilities and excusing personnel from work
- To avoid lapses in the University’s essential operations in the event of inclement weather, a natural disaster, an active threat, or major facilities impairment

ENTITIES AFFECTED BY THIS POLICY

- All colleges/divisions of the University

CONTACTS

Subject Matter	Office	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	OHR	(864) 656-2000	Ask-HR
Reporting of Emergency	Clemson University Police Department	(864) 656-2222 9-1-1	www.clemson.edu/cusafety/cupd/

County Closures	South Carolina Emergency Management Division		www.scemd.org/closings
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WEB ADDRESS FOR THIS POLICY

http://media.clemson.edu/humanres/policies_procedures/Emergency_Closing/Emergency%20Closing%20Policy.pdf

PRINCIPLES

A. Establishing Authority to Close University Facilities and Excuse Employees and Student Workers from Work

1. Authority: University's Emergency Operations Center (EOC)

The president of Clemson University has delegated to the University's Emergency Operations Center the authority to recommend the closure of University facilities and/or the evacuation of University personnel to the executive vice president of Finance and Operations and provost.

2. Authority: South Carolina Governor

The governor of South Carolina has the authority to excuse state government employees, including Clemson University personnel, from reporting to work during hazardous weather or other emergency conditions. The University is required to close facilities and excuse nonessential personnel per the direction of the governor.

3. Authority: South Carolina County Government Officials

The governor of South Carolina has directed that, when inclement weather occurs in South Carolina, state government offices and their employees/student workers will follow the same weather hazard decisions made by county government officials where the state offices are located. (In certain situations, the University may make the decision to close a campus while the county remains open. In such cases, personnel should follow the direction of the University.)

B. Establishing Essential Operations and Personnel

1. Essential operations are established by each college and division's response and Business Continuity of Operations Plan (BCoOP).

Any personnel with job duties/responsibilities related to the maintenance of an essential operation as stated within their college/division's response or BCoOP may be considered essential personnel during any given emergency closing. Using their college/division's response or BCoOP as guidance, it is the responsibility of the supervisor to establish essential personnel on a case-by-case basis and to communicate such determination to affected personnel.

C. Incident Response

1. University Officials

- i. The president of Clemson University has delegated full authority to the Emergency Operations Center to perform the following tasks:

- Implement a swift, unified and comprehensive response to a serious incident.
- Investigate and evaluate serious incidents to prevent or minimize the impact of those and any future incidents.
- Manage public and internal communications related to the event.

- ii. The associate vice president for Public Safety and Chief of Police, and the associate vice president and Chief Facilities Officer are the EOC Directors.

2. Clemson University Personnel (Employees and Student Workers)

- i. Personnel should only report to work when it is safe to do so.
- ii. Clemson University expects its personnel to respond as directed to University evacuation and other emergency response instructions.
- iii. Personnel should follow the closing decisions made by the county government officials where the personnel’s workplace is located. In situations where the University closes a campus while the county remains open, personnel should follow the direction of the University.
- iv. If the University is closed or delayed, only personnel deemed essential for the maintenance of vital operations are expected to report to work.
 - a. Per guidance within the affected college or division’s response or BCoOP, it is the responsibility of the supervisor to establish which personnel are considered essential for the maintenance of vital operations during any given emergency closing and to communicate this status to affected personnel.

RESPONSIBILITIES

Responsible Party	List of Responsibilities
<p>Employee/Student Worker (Personnel)</p>	<ul style="list-style-type: none"> • Know and understand the Emergency Closing Policy and related procedures • Obtain information on emergency conditions and pertinent announcements about the University • Determine the safety of travel to and from work • Know and understand your role as essential personnel, if applicable • Work with supervisors to satisfy any time missed, if time was not forgiven by the governor
<p>Human Resources (Office of)</p>	<ul style="list-style-type: none"> • Communicate to supervisors, employees, and student workers guidance on the impact of time away from work due to an emergency closing • Partner with the Payroll Department to ensure the University’s time and leave system reflects the necessary adjustments due to an emergency closing
<p>Payroll Department</p>	<ul style="list-style-type: none"> • Partner with the Office of Human Resources to ensure the University’s time and leave system reflects the adjustments necessitated by an emergency closing

Supervisor	<ul style="list-style-type: none">• Know and understand the Emergency Closing Policy and related procedures• Obtain information on emergency conditions and pertinent announcements about the University• Ensure the safety and comfort of all personnel• Communicate with personnel to define essential versus non-essential personnel• Work with personnel to satisfy any time missed, if time was not forgiven by the governor
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DEFINITIONS

For definitions, please refer to the [OHR Glossary of Terms](#).

RELATED RESOURCES

University Policies and Documents
Emergency Closing Procedures CU Safety
External Documentation
South Carolina Emergency Management Division
University Forms and Systems
Time and Leave System (Kronos)