

AU EMERGENCY CLOSURE AND HSOP ESSENTIAL PERSONNEL POLICY

Responsible administrator: Dean

Last updated/reviewed: 8/21/2019

POLICY:

- Auburn University has a policy for suspending normal operations under some circumstances, i.e. inclement weather. Please see [AU's Policy on Emergency Closure](#). This policy should be reviewed by HSOP administrators, faculty, and staff.
- In the event of an AU emergency closure, HSOP administration has prospectively identified key operations that are essential and will continue unless conditions are determined, by the Dean (or his/her designee), to be unsafe to do so.
- This policy defines key operations for the Harrison School of Pharmacy and who must remain on duty during these events.

PROCEDURES:

- When inclement weather creates a condition under which there might be a question as to whether Auburn University will operate on a normal basis, a designated AU administrative official will release to the campus and local news media a statement concerning the University schedule.
- If the weather condition occurs during working hours, the statement will be released through normal distribution channels on campus. If it occurs after working hours, employees are requested to listen to local radio stations for announcements regarding the University working schedule.
- HSOP employees are encouraged to register with [AU Alert](#), AU's system which is designed to communicate time-sensitive emergency messages in a number of ways in an effort to alert all students, employees and visitors about potentially dangerous situations.
- According to [AU's Policy on Emergency Closure](#), the decision to close an AU facility is **location specific** and AU administration will provide specific guidance on which AU facilities are impacted by the potential or actual emergency:
 - HSOP has operations at various sites throughout the state of Alabama: AU-Main campus, HSOP-Mobile; HSOP-affiliated practice sites; the State Wellness Center; and other HSOP-affiliated operations. In the event circumstances require the closure of one or more of these sites, normal operations should be maintained as scheduled at all other HSOP sites with faculty and staff working as scheduled.
 - Academics and associated coursework expectations are addressed in the policies below.
 - HSOP Hurricane –Disaster Plan
 - [AU's Policy on Emergency Closure](#)

HSOP essential operations include:

1. Patient care services offered through HSOP's Clinical Affairs and Outreach (CAO) Clinical Health Services pharmacies.
2. HSOP administrators (HSOP's Chief Operations Officer (COO) or his/her designee) are essential in order to ensure the safety, security, and uninterrupted essential operations of HSOP.
3. HSOP research in progress/ process that is at a stage that cannot be interrupted due to the potential loss of data that is in the process of collection.

1. **Clinical Health Services (CHS)** – In the event of an **AU- Main Campus** closure, both the AU Employee Pharmacy and the AU Student Pharmacy will remain open to provide care for our patients. For each pharmacy, the pharmacist in charge (PIC) and a pharmacy technician are deemed essential personnel for each of these pharmacies. The Executive Director of Clinical Health Services (EDCHS) will make staffing decisions for these pharmacies, and essential personnel are expected to report for duty as scheduled. The hours of operation will not be altered unless there is prior approval from the Associate Dean of Clinical Affairs and Outreach (ADCAO). If hours of operation are adjusted, every effort will be made to limit the disruption in the business hours, and CHS policies will be followed to ensure continuity of care of our patients.
2. **Administrative Affairs** – A member of the HSOP administration will remain on duty or available via phone and/or email during normal business operations to support issues pertaining to HSOP facilities; clinical and research operations; and to ensure student well-being. An administrative staff member will serve as the receptionist during normal business operations to handle phone calls and to monitor building access by employees, students, and patients. HSOP's Chief Operations Officer (COO) will make these staffing decisions. If business hours are adjusted for CHS pharmacies, the EDCHS will communicate closely with HSOP's ADCAO and HSOP's COO Staff so that building access can be adjusted appropriately to ensure building security.
3. **Academic Departments** – Department Heads may maintain normal operations in support of essential and/urgent services and may designate essential personnel within their department. Staff participation for academic departments should be voluntary in nature.
4. **Research in Process** – In the event ongoing research cannot be disrupted, the head of the laboratory in question may designate essential personnel related to the ongoing work. If this is done, the PI of the laboratory should obtain prior approval from the Department Head or Dean. This should be communicated to HSOP's COO in order to ensure that building access is controlled.