

College of Public Health/Cunz Hall

Short-term closure & emergency action briefing

The College of Public Health adheres to the closure policies/procedures of the university when faced with short-term closures in regards to weather, campus criminal activities, and interruption of services to campus buildings that impact operations. Please become familiar with HR policy 6.15 Weather or other Short-term Closings

<http://hr.osu.edu/policy/policy615.pdf>

Closures longer than five days are addressed in <http://hr.osu.edu/policy/policy617.PDF>

There are a number of ways for faculty, staff and students to receive information on the status of campus closures. If the campus is closed, Public Health offices will be closed and classes will be canceled. Faculty may choose to use alternative methods when classes are canceled (e.g. web cases, e-mail, supplemental readings).

If you are designated as an essential employee, you must make contact with your supervisor and determine if you should report to work or if you should work from a remote location. Essential employees need to make sure they have access to an Emergency Call List in case it needs to be activated. Please be advised that classifications for alternate and standby individuals can be changed to essential if the need arises.

- Weather Related Events - use any one of the following methods:
 - Listen to WOSU 820 AM, WOSU 89.7 FM or on-line at <http://wosu.org/2012/>
WOSU is the official media outlet for weather cancellations.
 - Call the OSU Emergency Information line @ 614-247-7777
 - Check OSU emergency management website or <http://ap.osu.edu/emergency/>

If the campus is NOT closed and you experience road closures, traffic delays or any problems requiring you to be late or miss work you must call your immediate supervisor and report in as soon as possible.

- Campus criminal activities, active shooter, terrorism – the University has a text message alert system for the public to stay informed of potential emergencies.
 - If your cell phone number is listed in the PeopleSoft (Faculty/Staff HR) or Student Information Systems (BuckeyeLink) you will receive immediate email, phone and text messaging notifications through the OSU Buckeye Alert system <http://buckeyealert.osu.edu/fsr/>
- Interruption of building services, major accident/fire/environmental threat
 - Campus wide – refer to Weather resources
 - Building specific – Cunz Hall only
 - Notification of closure will be via email and/or phone, if services available, word of mouth.
 - Refer to the Cunz Hall Building Evacuation Action Plan (BEAP) located in the Business Operations Center webpage.
 - Emergency floor coordinators are assigned in case of an evacuation of the building and assist with other closely related emergencies where public safety is important.