

**SCHOOL OF MEDICINE  
WEATHER EMERGENCY COMMUNICATION PROCEDURES**

**OFFICE OF THE DEAN, SCHOOL OF MEDICINE**

UTMB President or his designee, the Institutional Emergency Preparedness Officer (IEPO) currently the Medical Director for Inpatient Care, or her designee, the Medical Emergency Preparedness Officer, will initiate any phase of the SCHOOL OF MEDICINE WEATHER PLAN through the Dean of Medicine. Our role in this office is to COMMUNICATE and COORDINATE the initiation of each step to all School of Medicine areas. It is essential that each person in our administrative office has read the SCHOOL OF MEDICINE WEATHER PLAN and understands it and their role in it. We coordinate with the Incident Command Center in sending out weather plan communication and all pertinent information to the School of Medicine areas as hurricane season begins. If a weather emergency is imminent and we are entering Step I, Dean of Medicine staff will be in communication with you or your supervisor until all communications through Step III have been finalized. Remember that you must remain in contact with the Dean of Medicine Office until finalization of Step III.

**REMEMBER:** Clinical Science Departments become hospital departments in a weather emergency. Our only business with clinical departments during this time is to give them specific information about two areas only:

- 1) Student Status
- 2) Laboratory Status

**STEP I**

- Make sure the Essential Personnel lists are updated regularly. If questions arise about essential personnel housing for those designated to stay during the emergency, please let them know that they will be contacted by the Hospital Administration Office for further instructions. Send (fax) an updated essential personnel list to the Institutional Command Center.
- The Dry Ice and Liquid Nitrogen ordering process may begin in Step 1. These orders are done online at the following website:  
[http://www.utmb.edu/logistics/materials\\_management/warehouseops/emerg\\_hurricane\\_info.htm](http://www.utmb.edu/logistics/materials_management/warehouseops/emerg_hurricane_info.htm). Complete instructions are also available at the web site. Questions or concerns should be addressed the Assistant Dean for Research Services..
- For students, release usually will occur in Step I, but not necessarily. An official announcement of class dismissal for the school of medicine will be made by the Dean of the School, or his designee, when the decision is made to implement this policy. If classes are dismissed, academic areas will be informed immediately via email announcement. School closure could happen in Step I, but again not necessarily. The institution may release students because of inclement weather or have classes dismissed and the School may remain open. These events could happen simultaneously but it is not necessary that they do. **No students are**

**dismissed until the time of an official announcement from the Dean's office.**

## STEP II

- During this step, the following decisions may be made by the Dean of Medicine or his designee:
  - 1) Class cancellation/School closure
  - 2) Students Released
  - 3) Non-Essential personnel released
  - 4) Essential personnel who are instructed to go to Command Center for information will be identified by the orange hang badges that are given to them when they are designated as essential. These badges should be attached to their UTMB Badge.
  - 5) All non-hospital facilities closed

## STEP III

- If all of the events/actions listed above in STEP II occur it will not be necessary to initiate STEP III. If one or more has not occurred, STEP III will be called.
- After the Medical School has been closed and non-essential personnel have been released and after the Incident Command Center has opened and before leaving the office, all phones should be forwarded to the Dean of Medicine Main Line x22671. The Dean's assistant will leave a voice mail as to the status of the weather emergency. When the weather emergency has passed and a decision has been made regarding UTMB re-opening, the message will be changed as soon as possible to reflect that information. The message will address both students and employees and it will also instruct them to check the UTMB Storm Website: <http://www.utmb.edu/storm> or the Off-Campus ALERT Website: <http://www.utsystem.edu/utmb/alert.htm>. The UTMB Emergency Hotline at (409) 772-5378 or the UTMB TOLL-FREE number at (888) 772-5449, will also be referred to in the voice mail message. The primary radio station for broadcasts during inclement weather is **KTRH 740 AM. Remember that phone lines may be down and therefore unavailable. It is the employee's responsible to verify information from all available sources.**