

RS.1.5 Texas A&M – RELLIS Campus Closure Standard



Approved September 8, 2023
Next Scheduled Review: September 8, 2028

Standard Summary

The Texas A&M University System (system) is establishing a RELLIS Campus Closure Standard to provide clarity on the process for the partial or total closure of the campus due to weather conditions, emergencies or unforeseen conditions that may impact the day-to-day operations of RELLIS. This standard provides a consistent methodology allowing all campus partners to conduct internal planning in preparation for partial or total campus closure.

Standard

1. Purpose

- 1.1. This standard provides the process, roles and responsibilities for RELLIS Campus closure. This standard will standardize the closing procedures ensuring the safety and well-being of RELLIS Campus members and enhance the timely communication of events or actions that may lead to a RELLIS Campus closure.

2. Scope

- 2.1. This standard is applicable to all staff, employees, faculty, and students who attend classes or conduct activities on RELLIS Campus.
- 2.2. This standard should be read in conjunction with the RELLIS Emergency Operations Plan and associated Emergency Action Plans for related information on evacuation and closures procedures.

3. Definitions

- 3.1. Campus Operational Status: See Appendix A
- 3.2. Essential personnel: An individual officially designated, in accordance with this standard, as critical to the operations of a particular function or organization, such that their presence is required regardless of an emergency and/or closure. Essential personnel are designated by the RELLIS Administration and member leadership, or their designee(s). Individuals may be designated as essential on a situational basis.

4. Execution

4.1. RELLIS Campus Administration's intent is to keep the campus open and operational until circumstances necessitate a closure of the campus, to include classes, events or activities during the affected period. The director, RELLIS Campus will make that decision in consultation with System Offices, members, and academic leadership.

4.1.1. Operational Determination Criteria

RELLIS Campus operational status, as defined in this standard, is determined through the evaluation of the probability and severity of anticipated or unanticipated events. In some cases, as in extreme or impactful weather, the Campus leadership may have time to evaluate and make a consensus determination in the best interest of all campus members. In other emergency cases such as fire, chemical release, hostile act, or threat to some or all campus members, the determination may occur more decisively.

4.1.2. Operational Determination Announcements

During RELLIS Campus complete or partial closure, RELLIS Campus members will be informed by the following communication methods: RELLIS Campus Emergency Notification System (RELLIS Alert), Code Maroon, RELLIS Campus All e-mail distribution, RELLIS Campus main webpage (rellis.tamus.edu), and RELLIS Campus social media channels. In addition, the RELLIS Campus Administration will update local news outlets on the campus operating status.

Unless the period of closure is defined, the determination of when it is deemed safe for the RELLIS Campus to return to normal operating procedures will be communicated through the same channels as above.

In instances that RELLIS Campus closure or impacts to activities are foreseeable (e.g., extreme weather), the RELLIS Administration will strive to make its determination to close the RELLIS Campus by 6:00 A.M. or by 12:00 P.M. for an afternoon/evening closure.

In instances that closure or impacts to activities are not foreseeable (e.g., extensive power outages), the determination to close the RELLIS Campus will be made as circumstances dictate to ensure the safety of RELLIS Campus members.

4.1.3. Academic Activities (Faculty and Students)

When RELLIS Campus is officially closed, or in an operational category that restricts activities on campus, Blinn/Academic Alliance will provide direction to their student populations, faculty, staff, and RELLIS Administration on how affected academic activities will be managed in coordination with each associated college/university. Clery reporting and notification will remain with the academic organizations.

4.1.4. Essential Personnel

If the RELLIS Campus is officially closed, essential functions must be maintained. Essential personnel may be required to report to work to sustain those identified essential functions.

5. Responsibilities

Role	Responsibilities
Director RELLIS Campus	Responsible for the determination to halt specific activities and/or close the RELLIS Campus in consultation with appropriate RELLIS Campus members, state agencies, and the system. Designates essential personnel in coordination with campus members.
Associate Director Operations, RELLIS Campus	Consults with state agencies, academic leadership, and private party users about the application of this standard.
	Responsible for communicating the RELLIS Campus' operating status to RELLIS Campus Members.
Assistant Director Marketing and Communication, RELLIS Campus	Assists with the communication of the RELLIS Campus' operating status to RELLIS Campus members and the public.
Assistant Director EHS, RELLIS Campus	Provides and publicizes supplemental guidance in accordance with this standard to RELLIS Campus members in consultation with the RELLIS Campus Operations.
State Agency and Campus Member Leaders	Provides and publicizes within each member organization the supplemental guidance in accordance with this standard, and when appropriate, designates essential personnel. Maintains a list of essential personnel and notifies the designated staff as well as RELLIS Campus Operations.

Appendix

RS.1.5A Texas A&M-RELLIS Campus Operational Status Determination Matrix

Related Statutes, Policies, or Requirements

[System Regulation 02.03.01, RELLIS Campus](#)

[System Regulation 34.07.02, Business Continuity Plan](#)

[Emergency Action Plans](#)

[RELLIS Emergency Operations Plan](#)

Contact Office

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System Approval

Approved:



Billy Hamilton
Deputy Chancellor and
Chief Financial Officer

September 8, 2023

Date

Appendix A.

RS.1.5A RELLIS Campus Operational Status Determination Matrix

Status Category	Decision	Criteria (IF)	Action (Then)	Method
CAMPUS Operational Status 1	Campus support and administrative functions are closed with essential support functions continuing at a reduced level	An identified federal, state or system-designated holiday is scheduled.	Inform Campus members of the status. Pre-coordination of planned members activity are noted and appropriate support measures are accounted for.	Email member leadership.
CAMPUS Operational Status 2	Notification-only message for awareness of possible impact on campus operations	A potential event or weather forecast creates the need to alert the Campus and determine the best course of action to address the situation	Alert Campus Members and EM/CRT and initiate the planning process	Email member leadership. Post alert to Website. Publish on RELLIS Alert System.
CAMPUS Operational Status 3	Select areas of campus are closed with the majority of normal activities continuing	Event or weather creates the possibility for impact on campus operations, personal injury, or damage to property. Low risk	Inform Campus members of closed areas and a timeframe for recovery	Email RELLIS All and member leadership. Post to website. Publish on RELLIS Alert System.
CAMPUS Operational Status 4	The campus is closed with select high-profile activities continuing. Identified essential employees authorized access.	Event or weather creates the likelihood of impact on campus operations, personal injury, or damage to property. Moderate risk	Inform campus members of the closure and recovery timeframe	Email RELLIS All and member leadership. Post to website. Publish on RELLIS Alert System. Notify local news stations for inclusion in activity closures
CAMPUS Operational Status 5	Complete closure of all campus activities and programs. Identified essential employees authorized access.	Emergency, event, or weather creates the probability of significant impact on campus operations, personal injury, or damage to property. High risk	Inform campus members of the closure and recovery timeframe	Email RELLIS All and member leadership. Post to website. Publish on RELLIS Alert System. Notify local news stations for inclusion in activity closures