



EASTERN OREGON
UNIVERSITY

Language and levels in dealing with employees and students due to weather and other emergencies

All of following levels pertain to the La Grande Campus only. All Centers on Community Colleges will follow the policies and procedures of the host Campus.

Level I—**Classes are cancelled**

All classes held physically on the EOU Campus will be cancelled. All staff and employees will report as normal. Faculty will report according to their scheduled office hours. All activities (i.e. sporting events, plays, etc.) will be held as planned. All outside activities will occur (i.e., if McKenzie was rented to an outside group, the event will occur.). All residential halls and dining services remain open and functioning. The President (or designee) will be the sole source in cancelling classes.

Level II—**Managers/Supervisors may grant discretionary leave**

All classes will be cancelled. All Managers/Supervisors may grant leave to employees based on the work that needs to be completed. Employees have the choice to accept the offer to leave or stay and complete work. Employees must charge the time away based on the alternatives listed in the union contract or EOU employee handbook. All activities (i.e. sporting events, plays, etc.) will be held as planned. All outside activities will occur (i.e., if McKenzie was rented to an outside group, the event will occur). All residential halls and dining services remain open and functioning. The President (or designee) will be the sole source in authorizing discretionary leave. This will be done via communicating to the Vice President's who will then inform the managers. All Vice Presidents will be ultimately responsible for deciding which offices may close and which must remain open. Those employees who are deemed "essential" must remain on campus.

Level III—**Campus is Closed**

All classes are cancelled. Employees (other than essential) must vacate the university. Leave time (or work time for essential employees) will be determined by the appropriate union contract and/or university policy. All activities will be cancelled. All residential halls and dining services remain open and functioning. The President (or designee) will be the sole source in authorizing the closure of the campus. NOTE: EOU is a designated location for the American Red Cross in disaster relief. The designated buildings include Quinn, Hoke and the Residential Halls. The functioning of these buildings must remain active.

Level IV—**Campus is Evacuated**

This is the most extreme case and will only be issued in the direst of circumstances when it is completely unsafe for individuals to remain on campus. All employees, with the exception of those who are completely essential to the circumstances are to leave the campus. Only the President (or designee if the president is unable to be contacted) may issue this order. EOU may or may not be able to fulfill its obligation as a disaster relief site in this case.