



## HCOP EMERGENCY CLOSURE AND ESSENTIAL PERSONNEL POLICY

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<b>EFFECTIVE DATE:</b>	July 24, 2025 (Revised)
<b>RESPONSIBLE ADMINISTRATOR:</b>	Dean
<b>APPLICABILITY:</b>	HCOP Faculty and Staff

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### I. POLICY STATEMENT

- In the event of an Auburn University (AU) emergency closure, HCOP will follow [Auburn University's Emergency Closure Policy](#).
- HCOP administration has prospectively identified key operations that are essential and must be continued without interruption unless conditions are determined by the Dean (or his/her designee) to be unsafe to do so.
- This policy defines key operations for HCOP and essential employees who must remain on duty during these events.

### II. PROCEDURES

- In the event of an unforeseen or uncontrollable situation (such as an unexpected emergency, inclement weather, or other safety issue) that necessitates a modification to normal university operations, a designated AU official will release to the campus and local news media a statement concerning modifications of AU hours of operation / schedule.
- If this situation arises during AU working hours, the statement will be released through normal university distribution channels. If it occurs after working hours, employees are asked to closely monitor AU Alert, AU's social media sites, work e-mail, and /or local news and radio stations for announcements regarding the University's operating schedule.
- HCOP employees are encouraged to [register with AU Alert](#), a service provided by AU's Campus Safety and Security. [AU Alert](#) is designed to communicate time-sensitive emergency messages in a number of formats (text, voice, and e-mail) to students, employees, and visitors.
- According to [AU's Emergency Closure Policy](#), the decision to close an AU facility is location-specific and AU administration will provide specific guidance on which AU facilities (geographic locations) are impacted by the potential or actual emergency. Per AU policy, decisions to alter operations for facilities away from main campus will be determined by the HCOP Dean / Director (or respective designee who is responsible for the facility / program) based upon the specific circumstances and impact to those areas and operations.
- HCOP has operations at various sites throughout the state of Alabama and Georgia: HCOP-Auburn; HCOP-Mobile; the State Wellness Center; AU Health Care and Education Center (Boykin Clinic and

Pharmacy); War Eagle Wellness Student-Run Clinic; HCOP-affiliated practice sites; and other sites where HCOP-related research and outreach is conducted. In the event circumstances require the closure of one or more of these sites, normal operations should be maintained as scheduled at all other HCOP sites that are unaffected. Faculty and staff at non-impacted locations should maintain their normal business operations / work schedule.

- Academics and associated coursework expectations are addressed in the policies below.
  - [HCOP Hurricane –Disaster Plan](#)
  - [AU’s Emergency Closure Policy](#)

### III. HCOP ESSENTIAL OPERATIONS

1. Patient care services offered through HCOP’s Division of Clinical Affairs and Outreach (CAO) Clinical Health Services (CHS) clinics and pharmacies.
2. Operations required to ensure the safety, security, and uninterrupted essential operations of HCOP.
3. 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.

### IV. HCOP ESSENTIAL PERSONNEL

1. **Division of Clinical Affairs and Outreach**– In the event of an AU- Main Campus closure, both the AU Student Pharmacy and the AU Employee Pharmacy will remain open to provide care for our patients [and possibly CHS Clinics at the discretion of the Associate Dean of Clinical Affairs and Outreach (ADCAO)]. For each pharmacy, all employed personnel 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 / instructed. The hours of operation will not be altered unless there is prior approval from the 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 for our patients.
2. **Dean’s Office** – A member of the HCOP administration will remain on duty or available via phone and/or email during normal business operations to support issues pertaining to HCOP facilities; clinical and research operations; and to ensure student well-being. HCOP’s Special Assistant to the Dean will make these staffing decisions. If business hours are adjusted for CHS pharmacies, the EDCHS will maintain close communication with HCOP’s ADCAO and HCOP’s Special Assistant to the Dean 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. **Division of Research** – 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 Associate Dean of Research, Department Head, or Dean. This should be communicated to HCOP’s Special Assistant to the Dean to ensure that building access is adjusted as needed.

## V. POLICY MANAGEMENT

This policy will be reviewed at a minimum of every three (3) years, or more frequently if there is a substantive change to AU or HCOP policies, procedures, or processes that necessitate revision.

## VI. DEFINITIONS

**Eligible Employees:** Full-time employees and part-time, leave-eligible employees.

**Essential Operations:** Operations that have been identified by HCOP administration that must continue uninterrupted.

**Essential Personnel:** Employees who are required to ensure continuity of essential operations.

## VII. EXCLUSIONS

None

## VIII. EFFECTIVE DATE

- Original September 21, 2019
- Revised July 15, 2025

## IX. REFERENCES AND RESOURCES

**AU Alert:** <https://www.auburn.edu/administration/campus-safety/aualert/index.php>