

PROCEDURE LIT.2.01.10 EMERGENCY NOTIFICATION

SCOPE: Faculty, Staff and Students

The President or a designee will make every attempt to inform faculty, staff and students of an impending closing of Lamar Institute of Technology (LIT) before the close of the business day.

Because hurricanes or other such emergencies are often unpredictable or may occur over a weekend or on a holiday, it will not always be possible to inform faculty and staff before the close of a business day. The President will call the Vice Presidents and the Director of Communications and Marketing to inform them that LIT is closed. The following responsibilities are assigned:

1. After any official announcement of a closing, the Director of Communication and Marketing is responsible for ensuring that the local area television and radio stations are contacted.
2. After any official announcement of a closing, the Director of Communication and Marketing is responsible for ensuring that the emergency message is posted to the website and telephones.
3. After any official announcement of a closing, the Vice President for Finance and Operations/CFO, Provost/Vice President for Instruction and Student Services, Associate Vice President of Student Services, Deans and Department Chairs are responsible for ensuring that any necessary preparations for their respective departments are made/continued as deemed necessary by the emergency conditions.
4. After any official announcement of a closing, the Director of Safety and safety staff are responsible for ensuring campus is evacuated and buildings secured.
5. In cases of emergency, LIT personnel will attempt to contact the students.
 - 5.1. In the event of a possible emergency, faculty, staff, and students should listen to the local media, monitor the website and social media, and stay alert for official communications via email, text or phone call.

Related Policies: LIT.2.01

Relevant Forms/Documents: LIT Emergency Operations Plan

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

Revised: July 2024, June 2025