Purpose: Auburn University has a policy for suspending normal operations under some circumstances, i.e. inclement weather. In these events key operations which provide essential services will continue unless conditions are determined, by the Dean or his designee, to be unsafe to do so. This policy defines key operations for the Harrison School of Pharmacy and who must remain on duty during these events.

Definition: Essential operations for HSOP include patient care services, research in process and administrative services. The following specifically defines the services:

1. **AUPCC Pharmacies** – Both the employee pharmacy and the student medical services pharmacy will remain open. The supervising pharmacist and pharmacy technician for each pharmacy are designated as essential. The hours of operation will not be altered unless there is prior approval from the Dean or his/her designee.

2. **Administrative Affairs** – A member of the HSOP administration will remain on duty or available via phone and/or email during normal business operations to support issues pertaining to student well-being. An administrative staff member will serve as the receptionist during normal business operations to route patients and handle telephone communications. Staff and administrators will meet at the time normal operation suspension is announced to determine who serves in each of these roles.

3. **Academic Departments** – Department Heads may maintain normal operations in support of essential and/urgent services and may designate which personnel are required. Staff participation should be voluntary in nature.

4. **Research in Process** – In the event ongoing research cannot be disrupted, the head of the laboratory in question may designate personnel related to the work as essential with prior approval of the Department Head or Dean.