



Oregon State University
**College of Agricultural
Sciences**

**Oregon Agricultural
Experiment Station**
Oregon State University
448 Strand Agriculture Hall
Corvallis, Oregon 97331

P 541-737-4251
F 541-737-3178

**College of Agricultural Sciences (CAS)
Branch Experiment Station (BES)
Closure Procedure**

As senior administrators for the College of Agricultural Sciences, the BES Station Directors have the authority to close their Branch Experiment Station offices and operations in accordance with the OSU Emergency Operation Plan.

Local events occur that may impact a station's operations that may not impact other OSU campuses or locations. For example,

- Emergency situation (weather, natural disaster, property damage, health hazard)
- Non-emergency situation (furlough day, holiday recognized locally but not by OSU)
- Reduction in service hours

Definitions:

- BES Location – any OSU facility under the control of our 11 Branch Experiment Stations other than those located at HMSC.
- Closure – offices and facilities closed to the public and all but essential employees.
- Essential employee – personnel needed to support critical functions such as maintenance of facilities, care/maintenance for animals/plants, security and maintenance of established research.

Procedure:

The BES Director, or their designee, will evaluate the need for closure and if they determine that a closure is necessary, will inform their employees through their local notification process, and will email the contacts listed below for college and university notification. Coordinate with/inform OSU Extension or other agencies as necessitated by any shared functions or facilities based on existing communication process.

Contact Information

Vice President for Finance & Administration
vpfa@oregonstate.edu

OSU Public Safety
Public.Safety@oregonstate.edu

Jackie Thorsness, CAS Chief Operating Officer
Jackie.thorsness@oregonstate.edu
Phone: 541-737-1882

Ben Lyon, CAS Regulatory & Safety Compliance Officer
lyonben@oregonstate.edu
Phone: 541-737-

Oregon State University Human Resources Closure Information

<https://hr.oregonstate.edu/benefits/current-employees/time-holidays-protected-leaves/inclement-weather>