



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 Policy**

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 designee, will evaluate the need for closure and if a closure is necessary, will inform the Vice President for Finance & Administration, copying the following: OSU Department of Public Safety, CAS Executive Associate Dean, CAS Chief Operating Officer, CAS Director of Communications and CAS Regulatory & Safety Compliance Officer. Coordinate with/inform OSU Extension as necessitated by any shared functions or facilities based on existing communication process.

OSU Human Resource Closure Information

<http://hr.oregonstate.edu/manual/closures-or-curtailement-operations-including-inclement-weather>

http://hr.oregonstate.edu/files/documents/general/incl_weather_matrix.pdf

Contact Information

VPFA Contact Information

Mike Green, Vice President for Finance & Administration

Michael.Green@oregonstate.edu

Phone: 541-737-2092

Paul Odenthal, Senior Associate Vice President for Administration

Paul.Odenthal@oregonstate.edu

Phone: 541-737-7722

Brigitte Graham

Executive Assistant to the Vice President Finance & Administration

Brigitte.Graham@oregonstate.edu

Phone: 541-737-9275

OSU Public Safety

Public.Safety@oregonstate.edu

Staci Simonich, CAS executive Associate Dean

Staci.Simonich@oregonstate.edu

Phone: 541-737-9041

Jack Breen III, CAS Chief Operating Officer

Jack.Breen@oregonstate.edu

Phone: 541-737-5909

Heidi Happonen, CAS Director of Communications

Heidi.Happonen@oregonstate.edu

Phone: 541-737-9180

Carrie Burkholder, CAS Regulatory & Safety Compliance Officer

Carrie.Burkholder@oregonstate.edu

Phone: 541-737-5818