

Approved:



In accordance with the core values at OYO Geospace the Severe Weather Policy equally values the safety and lives of our staff, while recognizing that the effective operation of the company must be maintained.

Severe weather may result in safety problems for our employees. In the event of severe weather that may affect the safety, health, or access to the facility, the President and the HSE Director will have the final authority to make the decision to close the facility. If closure is determined, the company will remain closed until the beginning of the next workday. Non-essential shift employees should contact the weather alert phone number if clarification is needed. **The Severe Weather Hotline is 713-986-2467.** All employees are asked to call this number to receive the latest information before attempting to travel to work before or after a serious weather event.

If the facility is to have extended closing (more than 24 hour period), the President or designee may reevaluate the availability of certain services. Supervisors in those areas shall create a list of employees who may be called in on day 2 or after and notify them if they are needed.

For the duration of the closure, only designated essential employees may be expected to report to, or remain at, work. All departments must submit an updated list of essential employees to the HSE Department. Supervisors will devise a system to notify those among the pool of designated essential employees who will be expected to work during closure. Classified staff employees, specifically advised in advance or called in specifically for the severe weather closure.

Notwithstanding any announcement of closure, faculty, staff, and employees must assume responsibility for their own health and safety. If closure is not announced, employees who are concerned about their safety may choose to arrive late to work, leave early from work, or not report to work. For the time missed, employees may choose to use accrued vacation, personal leave (in one hour increments) or comp time, or, with approval of their immediate supervisor, use leave without pay.

Consideration of conditions

A decision to close the facility may be on weather information gathered from the Texas State Highway Patrol and or the Houston Police surrounding the facility, official weather reports and forecasts, and consultation with and public safety offices. In most cases, the facility will not close for weather conditions unless the Harris County Sheriff's Department declares a Level 3 emergency. Below are the weather conditions classified by the Sheriff's Department:

- Level 1. Roadways may be hazardous. Roads may be flooded and or icy, drive carefully.
- Level 2. Roadways are hazardous with blowing wind and flooding rain. Only those who feel is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.
- Level 3. All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employers to see if they should report to work.

If a level 3 emergency is not declared, additional factors that will enter into the decision to close the facility are: hazardous road conditions; the presence of wind, flash flooding, ice, snow, or both; amount of wind; presence of daylight; the weather forecast; severe cold; and with advise from the Houston Police Department and the Harris County Sheriff's office.