TO: The HAU Academic Community
FROM: VP for External Affairs and Corporate Communications
DATE: 11 June 2014
RE: Suspension of Classes Due to Inclement weather.

Now that the season of monsoon rains and typhoons is upon us, the University reiterates its guidelines on suspension of classes due to inclement weather:

**Who Can Suspend Classes?**

**PAGASA.** Classes are *automatically* suspended if PAGASA raises the following storm signals in Pampanga:

- Signal No. 1 – Kindergarten
- Signal No. 2 – Kindergarten to Grade 10
- Signal No. 3 – Kindergarten to College and Graduate School

In such cases, no announcement from the University is necessary.

**MAYOR’S OFFICE.** The Mayor of Angeles City can order suspension of classes for levels not covered by PAGASA. For example, he can suspend college classes even if storm signal indicates automatic suspension for high school only.

In this case, no HAU announcement is also necessary.

**HAU PRESIDENT’S OFFICE.** In extreme conditions such as when the campus itself is flooded or access to the University can pose danger to student and faculty, or when the weather is severe despite the absence of storm signals, the HAU President’s Office can suspend classes. Suspension may be for any or all levels, and for whole or half day.

**How Will the Announcement Be Made?**

The University will use broadcast media (local and national TV and radio stations), social media (Facebook account and fan page, website), the video wall and/or Infoboard (for SMART users) to disseminate announcements of suspension of classes.

In addition, the following texting network is suggested to spread announcements more quickly:

- VPAA will text Deans and Principal
- Deans/Principal will text Department Chairs/Coordinators
- Chairs/Coordinators will text Faculty Members
- Faculty Members will text Class Beadles
- Class Beadles will text Selected Classmates
- Classmates will text Classmates*

*Class Beadles may break up their classmates into clusters with similar mobile phone networks so that they can use unlimited (“unli”) texting.

**Note:** If classes are not suspended during inclement weather, the uniform policy may be lifted for students from flooded areas on a case-by-case basis.

Work suspension for Non-Teaching Personnel and administrators will be announced by the Office of the University President.

May you all be safe in this rainy season.

ROBERT P. TANTINGCO
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