



## CLOSING AND SUSPENSION OF ACTIVITIES

### I. PURPOSE

Designates responsibility and authority for deciding when weather or other emergency circumstances require suspension of academic activities or closing of any college facilities; outlines procedures for implementing such a directive and informing students, faculty, staff, and the general public.

### II. DEFINITIONS

- A. *Closing* refers to the shut-down of one or all of the college's campuses.
- B. *Delayed-opening schedule* refers to those situations in which classes or offices, or both, begin later in the day than the normal start of the business day.

### III. POLICY

- A. The President has the responsibility for deciding upon the suspension of college activities or closing of any college facilities because of weather, transportation, or other emergency conditions.
- B. Notice of the decision to suspend instruction or close facilities shall be disseminated *only* through the Director of Marketing and Communications.
- C. Emergency closing or suspension of activities in a particular area does not mean that all college facilities are automatically closed.
- D. Each member of President's Cabinet shall develop and implement an emergency-notification system to effect direct person-to-person transmission of college closing and other emergency information.
- E. In the event of the cancellation of classes, the classes missed may be made up by holding classes on weekends, evenings, and/or holidays or by extending the calendar ending any session or semester.

(POLICY APPROVAL: 7-19-95, Board of Trustees, amended 10-18-11, amended 10-18-16)

### IV. PROCEDURES

- A. The President is responsible for determining the closing and/or suspension of activities and for initiating and implementing this emergency alerting procedure and consults, when necessary, the appropriate authority or agency to assist in the decision-making process.
- B. When an emergency closing decision has been made, the President contacts the Director of Marketing and Communications, who disseminates information. If the President cannot be contacted, the next ranking administrative officer assumes authority, as indicated in Regulation 117, Chain of Command.
- C. Each member of President's Cabinet is responsible for establishing an emergency communication notification system within his or her units/departments/offices communicating the approved message.
- D. An emergency staff, designated in advance by each vice president, is expected to report to work as soon as possible unless otherwise directed.

- E. Normal academic pursuits and administrative activities will be resumed on the following scheduled day unless specific notification of a continued emergency is given. Without such definite announcements, all students, faculty, and staff are expected to report on schedule to their assigned locations and duties.
  
- F. To ensure communication, employees are encouraged to refer to information delivered via the College's direct messaging system, to refer to updates posted on the College's website, and through direct communication to and from their supervisor.

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7-19-95  
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