



BASED ON BOARD OF TRUSTEES POLICY

Policy Title: Closing and Suspension of Activities

Policy Number: CGC

Subtitle: None

Date Adopted: 08/01/2020

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.

Procedure

- 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.
- C. Each member of the 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.

Date Prepared: 05/26/2023 (JE)

Revised Date: