

Approved By: President

Date Approved: December 16, 2013

1. **Summary:** This policy outlines the College's official response to inclement weather.
2. **Rationale:** This policy is necessary to ensure a consistent process for responding to inclement weather and communicating responses to the College's constituents.
3. **Entities Affected:** students, faculty, staff
4. **Definitions:** Not applicable.
5. **Policy:** In the event of inclement weather possibly effecting campus operation, the President (or COO) and the VP of Business/Operations will make a timely decision to close the College, delay the opening of the College, or open the College as scheduled.

Both the Chief of Police and Director of Facilities will immediately be notified of this decision (which shall include the day(s) the College will be closed and/or the time the College will open). Preferably this decision shall be communicated by 6am the day of the inclement weather.

If there is a decision to close or delay the College's opening, the Chief of Police will immediately notify:

1. the Staff/Faculty via email or text,
2. the Director of Communications, who will update the College website,
3. the Director of Student Services, who will notify the students by email, and
4. the authorized media outlets (e.g. CBS, FOX, KCBI, KLTY, etc.).

If there is a decision to open the College at the normal time, the Chief of Police will immediately notify the Staff/Faculty via email or text.

The Director of Facilities shall coordinate any necessary adjustments to the College's plant operations for a closure or delayed opening.

All of the employees and students of the College are to always use appropriate caution when driving to/from the Campus in the event of inclement. All employees are to notify their supervisors promptly if they are further delayed or hindered from arriving at the College on time.

6. **Procedure:**
 - a. **Implementation:** Not applicable.
 - b. **Responsibility for Compliance:** Chief Business Officer
 - c. **Notification:** This policy will be posted on the College's website.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0

Policy number: 2.022

Related policies:

Policy History

Version 1.0

December 13, 2016