

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *College District Closures*

EFFECTIVE DATE: August 11, 2003; amended September 16, 2014, and March 15, 2019

BOARD POLICY REFERENCE: CGC

DECISION PROCESS AND GUIDING PRINCIPLES

The College District will announce decisions to close part or all campus operations in as timely a manner as possible. Because the College District has campuses in multiple locations, closures for each campus may vary. The Administration's primary concern and consideration is the safety of all students and employees. The College District will give secondary consideration to limiting any negative impact on the educational process.

The Chancellor or designee will determine whether to close or limit operations at any College District facility. Insofar as it remains practical, the Chancellor (or designee) will seek information from area emergency and/or weather services and consider the announced or contemplated closing by other area institutions, school districts, and agencies. The Chancellor (or designee) will consult with appropriate College District staff to determine any special circumstances or impact a closure may have on College District programs and activities (*e.g.*, night, weekend, and off-campus classes, athletic events, testing, conferences, and other special events).

Announcement of Closure Decision:

The College District will notify employees and students via email, text, media announcements, campus TV screens, the College District's website, and/or social media. The Marketing and Communications Department will ensure the proper announcement of inclement weather closure decisions to the public. The Marketing and Communications Department will make notifications from a list of local media outlets previously designated (*e.g.*, Facebook, Twitter, local television networks, radio stations, etc.).

Employees' Responsibilities in the Event of a College District Closure

The Chancellor (or designee) will determine the appropriate essential staff required to work during campus closures. Each employee and student shall determine whether he or she can safely travel to the College District. Employees who determine that they are unable to report safely to work may use their available leave or vacation time for work missed. If the employee does not have available leave and fails to report to work, the employee will receive an absence without pay. Students who miss class are responsible for making arrangements with their instructors regarding any work missed.