

CAMPUS CLOSING DUE TO SEVERE WEATHER CONDITIONS

I. Policy Section

14.0 Risk Management

II. Policy Subsection

14.5

III. Date of most recent changes

April 3, 2003

IV. Policy Statement

Grand Rapids Community College rarely closes for winter weather conditions. If when the College does close, only in the worst of circumstances, students and employees need not report. Employees will be paid for their regularly scheduled work hours.

V. Reason for Policy

Safety

VI. Entities Affected by This Policy

Students, Staff and Visitors to campus

VII. Who Should Read This Policy

Everyone

VIII. Related Documents

IX. Contacts

X. Definitions

XI. Procedures

The Message you will hear or see is:

“Grand Rapids Community College is Closed”

If you hear that message, the following all apply:

1. The decision to close the College will be made by 5 AM. Closing the college means that it will be closed for day and evening sessions and activities. Once a decision is made, media will be notified, the phone message will be changed, a web message will be posted and an email will be sent to your mailbox here. ALL MEDIA SHOULD BE NOTIFIED BY 6 AM.
2. College closing means all employees need not report to campus, (except designated personnel necessary to keep the College operational and secure).
3. All College and Ferris State University classes and services on the downtown campus, the Tassell M-TEC and the Thompson M-TEC in Ottawa County will be closed.
4. All off-campus sessions and classes, including internships, service-learning and other college-related activities, including off-site B & TT training will not be held.
5. All non-College meetings, events and activities being held on any of the campuses will also be canceled.

The President will make the determination to close the College by 5AM

If the College does not close in the morning but the conditions and circumstances worsen, a determination to close will be made by 1 PM

The closing will be communicated via the recorded phone message at the College, all-staff email, and a pop-up message on the College website, as well as area media, as usual.

Evening and weekend closures follow the same process and communication, including these additional steps: The Campus Police, Deans and CEBA Building Managers will notify all classes and instructors of the College closure. Office personnel will post the notification of college closure in and around their offices.

XII. Forms

NA