

Grand Rapids Community College Procedure on Campus Closing Due to Severe Weather Conditions for 2004

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

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, made by 5 AM, means that GRCC will be closed for day and evening sessions and activities.
- 2 - College "closing" means **all** employees need not report to campus (except designated personnel necessary to keep the college operational and secure).
- 3 – All GRCC 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, internships, service-learning and other college-activities will not be held.
IMPORTANT NOTE: if B&TT has scheduled a training at a business and that business is staying open, then the training would still be done.
- 5 – All non-college meetings, events and activities being held on any of the campuses are also canceled.

Procedure:

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

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

Communications:

The closing will be communicated via:

- the recorded phone message at the college
- an allstaff email to your GRCC mailbox
- a pop-up message on our www.grcc.edu website
- local media

IMPORTANT NOTE: In an effort to have a consistent media outlet that employees can be sure will carry our message (if there is one), we will first notify WOOD-TV, Channel 8. Following that we will contact the GRAIL system, which in turn notifies other media, but not all media.

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 a college closure. Office personnel will post the notification of college closure in and around their offices.

(updated 12/2/03)

