



## **POLICY 7300**

### **EMERGENCY CLOSINGS**

**Policy Category:** Facilities

**Area of Administrative Responsibility:** Facilities Management

**Board of Trustees Approval Date:** April 18, 2017

**Effective Date:** April 19, 2017

**Amendment History:** Repealed February 14, 1979 version

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## **PURPOSE**

During inclement weather and other emergency situations at Nassau Community College, the safety of our students, faculty, and staff is paramount. At the same time, the College has a very important mission, and must maintain continuous and effective business operations. With due consideration to safety, the College will remain open and operate normally to the greatest extent possible. Faculty, staff, and students should evaluate their own circumstances carefully, exercise appropriate judgment, and take responsibility for their safety when making decisions during inclement weather.

The purpose of this policy is to provide direction to the College community in the rare circumstances when the President, or his/her designee, decides to delay opening, cancel classes, or declare an emergency for weather or other reasons.

## **SCOPE**

This policy is effective throughout the College.

## **POLICY**

Decisions to alter the College's normal operations and schedule are made by the President, or his/her designee, and if appropriate, in consultation with other members of the administration.

When the College is open and operating normally, all employees are expected to make every effort commensurate with their personal safety to be at work.

If an emergency occurs that may require an adjustment in work schedules for an individual department or small number of departments (such as a power outage or flood in a single building), employees should work from another location if possible. Supervisors must obtain permission from the President, or his/her designee, as appropriate, before releasing employees from work for more than a short period of time.

**A. Notification:**

The College will make announcements about delayed openings, canceling classes, or declaring an emergency for weather or other reasons as soon as feasible, and generally no later than 5 a.m. When conditions change rapidly or unexpectedly, however, the College may need to make or update decisions about classes and business operations on short notice.

The College's website

<http://www.ncc.edu/aboutncc/ourpeople/administration/environmentalhealth/emergencyp rocedures.shtml>, is the definitive source of information about the College's operating status. All announcements regarding changes to the College's operating schedule will be posted to this site as soon as decisions are made.

In addition to the website, text message alerts may be issued regarding delays, cancellations, or other emergencies.

Individual departments are responsible for communicating decisions about whether any special events they sponsor are postponed or canceled. This applies to athletic events, performances, conferences, lectures, presentations, workshops, and other events hosted by a department of the College.

**B. Expectation for Employees:**

When the College is open and operating normally, employees are expected to report to work. During inclement weather, employees are expected to plan accordingly, including accounting for extra time needed to travel to and from work. If an employee decides not to remain at or report to work because of concerns about traveling safely, employees may use vacation, personal, or other accrued time (other than sick leave) without advance approval. Employees must promptly notify their supervisors in these situations.

In the event the President, or his/her designee, decides to delay opening, cancel classes or declare an emergency for weather or other reasons employees shall follow contractual obligations in reporting for work and time and leave procedures.

**ENFORCEMENT**

Violation of this policy will result in disciplinary action as follows:

- A. Students will be subject to disciplinary charges brought under the Student Code of Conduct.
- B. Employees who are part of a bargaining unit will be subject to disciplinary action brought under their respective collective bargaining agreement.
- C. Employees who are not members of a bargaining unit will be subject to discipline by their supervisor.