EvCC3070: EMERGENCY CAMPUS CLOSURE ADVISORY POLICY
Original Date: December 21, 1989
Revision Date: July 30, 2012
Policy Contact: Vice President of College Services

POLICY
In the event of an emergency situation adversely affecting college operations, public health, or the well-being and safety of students, faculty, or staff employees, the President may declare a temporary closure of any or all entities/units of the institution.

Emergency situations which include:

- Severe weather conditions
- Natural disaster
- Fire or related hazard
- Mechanical or equipment failure

As a general policy, the College will limit any closure to those operations most directly affected by the emergency so as to preclude disruption to regular teaching and public service programs.

If the College closes, all locations are closed, including online courses. If the College is open, and a non-campus location closes, classes at a campus location near that non-campus location will be cancelled.

CLOSURE NOTIFICATION
Any temporary closure decision will be declared by the President or his/her designee.

Notification of EvCC’s closure will be made:

- On an opening screen of the EvCC website
- Sent via text message for subscribers (sign up now at www.everettcc.edu/emergency)
- Online through the Public Schools Emergency Communication System (PSECS) Schoolreport.org which shares information with the media
- By message on the main phone line at 425-388-9100

No message means the College is open regular business hours.

STUDENT AND EMPLOYEE SAFETY
Employees and students must judge for themselves the safety of traveling to the College. We ask everyone to make good decisions. The College makes its weather-related schedule determination independent of local school districts. Staff and students are advised not to assume local school district decisions reflect the status of EvCC operations.

EMPLOYEES
If the College is open and an employee is to report for work, the employee has the responsibility to notify the appropriate dean, director, or supervisor of your absence. All departments are encouraged to have a back-up staffing plan for those times when the College is open but full staffing is not possible. Employees should refer to the Suspended Operations Procedure for more details regarding pay policies, and those employees designated as required to work during an emergency campus closure.

REVISION HISTORY
Original Date: December 21, 1989
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