

## **CAMPUS CLOSING DUE TO INCLEMENT WEATHER & EMERGENCY CONDITIONS**

### I. Policy Section

14.0 Risk Management

### II. Policy Subsection

14.5 Campus Closing Due to Inclement Weather & Emergency Conditions

### III. Policy Statement

It is the policy of Grand Rapids Community College to maintain normal operations on all regularly scheduled days; therefore, the College rarely closes because of inclement weather conditions. If and when the College does delay or close due to inclement weather, all buildings will be closed. In the event of non-weather related issues impacting campus safety and security such as power outages, mechanical failures, etc., the College may need to temporarily close some or all of the campus.

### IV. Reason for the Policy

Safety and security

### V. Entities Affected by this Policy

GRCC students, employees, contractors, vendors, contracted employees, volunteers and guests at Grand Rapids Community College; and, all properties owned, operated, leased or maintained by Grand Rapids Community College.

### VI. Who Should Read this Policy

This policy applies to all GRCC employees, contractors, vendors, contracted employees, students, volunteers, and any other members of the public reporting to property owned, operated, leased or maintained by GRCC.

### VII. Related Documents

Campus Closing Procedures Document ([www.grcc.edu/campusclosing](http://www.grcc.edu/campusclosing))

## VIII. Contacts

Policy Owner: GRCC Chief of Police  
GRCC Director of Communications  
GRCC Executive Director of Operational Planning

## IX. Definitions

- A. GRCC Kent County – Refers to the downtown Main and DeVos Campus, Tassell MTEC, Learning Corner at Wealthy and all Kent County Regional Centers.
- B. Main Campus – Refers to the following buildings: Main, Cook, Calkins Science Center, Wisner-Bottrall Applied Technology Center, Student Center, Ford Fieldhouse and Natatorium, College Park Plaza, Music Building, Learning Resource Center, Spectrum Theater, Lab-Preschool.
- C. DeVos Campus – Refers to the following buildings: Administration Building, Sneden Hall, White Hall, Mable Engle.
- D. GRCC Ottawa County – Refers to Lakeshore Campus sites, including Thompson MTEC, Careerline Tech Center, Mid-Town Center, West Ottawa High School and Grand Valley Meijer Campus.
- E. Regional Centers – Refers to non-GRCC operated facilities where GRCC offers classes.

## X. Procedures

- A. GRCC Police and Facilities personnel assess campus conditions, including additional information from city, county and state resources as needed. Factors considered in the decision include:
  - 1. Incident Weather:
    - i. Overall road conditions – particularly main routes through the entire region, rather than localized conditions. Weather conditions can vary greatly throughout the service district
    - ii. Whether campus parking lots, sidewalks and entries can be kept cleared for access
    - iii. Whether law enforcement officials are requesting that travel be limited
    - iv. Current weather conditions and anticipated length of storm

2. Non-Weather Related Issues:
  - i. In the event of non-weather related issues impacting campus safety and security, such as power outages, mechanical failures, etc., the College confers with local authorities regarding the amount of time necessary to restore services.
- B. The GRCC Chief of Police (or designee) contacts the College President (or designee) and a decision is made. The decision to delay or close GRCC (or specific locations) will be made as early as possible, with 5:30 AM being the target.
  1. In the event the college implements a delayed start, all custodial employees are to report as scheduled. The college will re-open and employees are expected to report at 10:00 AM.<sup>1</sup> Classes that begin at 11:00 AM or later will be held as scheduled.
  2. In the event the college does close, all custodial employees are to report as scheduled.<sup>2</sup> Students and other employees need not report. Employees will be paid for their regularly scheduled work hours.
- C. If the College does not close in the morning, and weather conditions and circumstances worsen throughout the day, a determination to close for evening activities will occur by 3:00 PM.
- D. When normal operations will be impacted, the Communications Department is notified and communication procedures are implemented. Communications and announcement are sent via:
  1. The Emergency Notification system (Email, Text, Text-to-Voice call)
  2. The College web page(s)
  3. Local media

For more information, go to: [www.grcc.edu/campusclosing](http://www.grcc.edu/campusclosing)

## XI. Forms

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<sup>1</sup> Maintenance staff are required to contact the Assistant Director of Facilities one hour prior to their starting time regarding if/when to report.

<sup>2</sup> Second and third shift custodial staff need to contact their building manager no later than one hour prior to the start of their shift to determine if they are required to report.

<sup>3</sup> If the College is closed, and a custodial and/or maintenance employee is required to work, the employee will receive one hour of compensatory time in addition to the straight time pay for each hour worked.

N/A

XII. Effective Date

April 22, 2003

XIII. Policy History

Revised February 6, 2015

XIV. Next Review/Revision Date

February, 2019