

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY/PROCEDURE: Emergency Closing of College Facilities

DATE: March 1, 1993

NUMBER: 3.33

REVISION(S): 12/19/94, 8/24/96, 1/14/00, 1/27/04

When emergency conditions exist because of inclement weather or other reasons, all or part of the College facilities may be closed under the authority of the President by taking either of the following actions, depending on the severity of the emergency:

1. Cancellation of Classes

Under this determination, the staff and faculty, unless individually advised, are expected to report for and remain on duty.

2. Closing of Facility

Under this determination, the facility will be closed. This determination includes, but is not limited to, the cancellation of classes. Staff and faculty are not expected to report for work or remain on duty unless individually advised to do so.

The decision to close or cancel classes will be made only after all available sources of information are researched. After a decision has been made it is important that all concerned students, staff, and faculty be notified as expediently as possible.

In the absence or unavailability of the President, the decision to close or cancel classes will be made in consultation with and in the order of authority with the following:

Vice President, Finance and Administration
Vice President, Instruction
Vice President, Student Affairs

Closing and cancellation procedures are available for dissemination as appropriate.

AUTHENTICATION (Signature):

COPP

President

01/27/04
(Date)

3.33