

## **SCHOOLCRAFT COLLEGE**

18600 Haggerty Road, Livonia, Michigan 48152-2696

### **SUSPENDING COLLEGE OPERATIONS DUE TO WEATHER OR UTILITY EMERGENCIES**

For the safety of students, visitors, and staff, the College will occasionally curtail operations. Four departments are exempt from closure. Campus Police and Facilities Management will be staffed to maintain security and perform the necessary work to prepare the campus for reopening. The Police and Fire Academy programs will continue to operate in view of the nature of the occupations being trained.

1. When a utility emergency or an adverse weather condition occurs, the Campus Police Officer on duty will gather appropriate information about the emergency and call and consult with the Director of Facilities Operations or his/her representative on campus.
2. Campus Police will call the Chief Operations Officer about the weather conditions and he/she will discuss the situation with the President or the administrator in charge. The President or administrator in charge will then make a decision whether to close the College, canceling classes and all activities scheduled. Upon determining that the College is to be closed due to weather or other emergency situations, the President or administrator in charge will notify the Chief Marketing and Communications Officer who will:

Call the area TV and radio stations. Each station has a separate code.

If unable to contact the Chief Marketing and Communications Officer, the Sr. Communications Strategist will handle the broadcast notification. The Dean of Students is the third backup for this procedure.

3. The President or administrator in charge will also make initial telephone calls necessary to activate the employee Rave system.
4. The Chief Marketing and Communications Officer will post the College closing information on the College website. The User Experience Engineer is the backup for the web posting.

5. The VisTaTech staff will notify contact persons that scheduled activities have been cancelled and will post closing information on the VisTaTech portion of the College website.

Revised—President's Cabinet  
March 26, 1985  
Retyped—Title Change  
October 21, 1985  
Revised—Cabinet  
October 14, 1996  
January 8, 2001  
January 29, 2001  
Revised—Cabinet  
November 13, 2001  
Retyped—Title Changes  
November 12, 2004  
Revised-Cabinet  
October 17, 2006  
February 20, 2007  
Retyped--Department/Title Changes  
September 14, 2007  
Revised-Cabinet  
November 3, 2009  
June 15, 2010  
Revised—HR & Risk Management  
January 27, 2021