

3354:1-20-04.1 Emergency response and closing procedure.

- (A) In the event of an emergency, or otherwise to protect the safety of people or property, the President hereby designates the Executive Vice President of Administration and Finance or the Executive Vice President's designee to be primarily responsible for taking all necessary and appropriate actions, including without limitation the partial or complete closing of the College.
- (B) The following procedures shall apply in evaluating the severity of circumstances that may warrant the emergency closing of all or part of the College:
 - (1) The chief site administrator shall continually monitor site conditions. Any current or anticipated circumstances that threaten the safety of people or property, or the normal operations of the site, shall be reported immediately to the Executive Vice President of Administration and Finance.
 - (2) The Chief of Campus Police and Security Services shall be responsible for contacting state, county, and municipal authorities and other agencies or services, as appropriate, for information concerning the severity of the circumstances that threaten the safety of people or property. The Chief of Campus Police and Security Services shall also keep the Executive Vice President of Administration and Finance informed of circumstances that threaten the safety of people or property and for recommending appropriate action.
 - (3) The Executive Vice President of Administration and Finance shall notify the Executive Vice Presidents, Chief of Campus Police and Security Services, and Vice President of Public Affairs and Information of any partial or complete closing. The Vice President of Public Affairs shall immediately inform the local news media. The President, the President's designee, the Executive Vice President of Administration and Finance, and the Vice President of Public Affairs and Information are the only individuals authorized to communicate with the news media about closings.

- (C) Any time it is deemed necessary to close, the Executive Vice President of Administration and Finance shall oversee measures taken to relieve the emergency situation and shall coordinate communications within the College and between the College and outside government authorities.
- (D) The Vice President of Administration and Finance shall be responsible for ensuring that major contractors providing services to the College are instructed as to services required while the College is partially or completely closed. Normally, construction contractors and building system contractors shall proceed under the terms of their contracts. Custodial contractors and food service contractors shall normally be instructed to reduce or eliminate the scope of their services while the College is closed.
- (E) In advance of emergency situations, and on an ongoing basis, the Vice President of Administration and Finance, Executive Vice President of Administration and Finance, and the Chief of Campus Police and Security Services shall develop and implement emergency systems and safeguards.
- (F) The chief site administrator shall be responsible for developing an emergency response plan for implementation in the event of a site emergency. The emergency response plan, which shall be on file in the offices of the Campus Presidents, Executive Vice Presidents, Chief of Campus Police and Security Services, and the College Vice Presidents, shall include at least the following provisions:
 - (1) The designation of a senior administrative officer responsible for the site at all times, especially when the chief administrative officer of the site may be unavailable for communication concerning an emergency situation.
 - (2) A means for accommodating on-site communication between supervisors and employees in emergency situations.
 - (3) A means for keeping the President, the Executive Vice President of Administration and Finance, and the Chief of Campus Police and Security Services informed of conditions at the site at any and all times.

- (4) A means for evacuating all or any part of the site.
 - (5) A means for safeguarding records, cash, and other valuable items.
 - (6) A means for maintaining vital services at the sites and for procuring emergency repair materials and services.
 - (7) A means for notifying students and the community of the closing of all or any part of the site, as well as a means for providing them with updated information about the situation.
 - (8) A means of rescheduling classes which are not held and for notifying students and faculty of the same.
- (G) The President or the President's designee shall take all steps necessary and appropriate to implement this procedure.

Effective date: March 3, 2010

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Procedure amplifies: 3354:1-20-04