
Procedure: Emergency Closings/Delays

Reference No.: 5.3a

Authority: College President

Cross Reference: Policy 1.2, 1.3

Approved: September 14, 1994

Revised:

1. In the event of a major storm or other emergency situation which would have impact on the College's ability to conduct classes and/or conduct office business, the Facilities Engineer and Maintenance staff personnel will assess the conditions on campus and report all findings to the administrative staff.

Part of the assessment will include calls to Binghamton Airport Weather Station, Binghamton State Police Barracks, and Endwell State Police Barracks to assess road conditions and the most recent predictions. Our own maintenance staff will assess parking lot conditions and campus road conditions.

2. If the Facilities Engineer makes the recommendation to close or to delay to the President (or a Vice President), then the Assistant to the VPSCA will be called to alert the media; to record the College phone message; and to notify the cafeteria, Security, and FSA.
3. In the case of absenteeism or an inability to reach someone by phone, other members of the administration will assume the above responsibilities.
4. Media Announcements:

Depending on what decision to close or delay is made, one of the following messages will be conveyed to the media (although the College can never guarantee how the media will read the message):

- A. All credit and non-credit BCC campus classes until 5 p.m. are cancelled. Any possible evening cancellations will be announced by 4 p.m.
- B. All credit and non-credit BCC campus classes are cancelled until 5 p.m. and all College offices are closed. Any possible evening cancellations will be announced by 4 p.m.
- C. BCC has delayed its opening today until _____. All classes will be held at their regular hours beginning at (same hour as in previous sentence).
- D. All credit and non-credit BCC campus classes day and evening are cancelled.

E. All credit and non-credit BCC campus classes day and evening are cancelled and all College offices are closed.

5. If an announcement was made to close only until 5 p.m., the situation will be evaluated no later than 3 p.m. concerning evening sessions. The same procedures will be followed in preparing a decision and -- if the decision is to close -- one of the following messages will be given to the media no later than 4 p.m.

A. All credit and non-credit BCC campus classes are cancelled this evening.

B. All credit and non-credit BCC campus classes are cancelled this evening and all College offices are closed.

The versions of these messages for the telephone system will be modified to include a standard greeting, emergency number, etc.

6. Inclement weather may cause personal hardships for our students. Therefore, when emergencies cause school closings or delays, faculty are encouraged to work with students who are absent from college classes to make up missed work (exams, papers due, etc.).

7. In the case of a storm that might disrupt an event or regularly scheduled program on the weekend, it will be the responsibility of the Department Head in charge of the program to contact the VPAFA or the Facilities Engineer (to ensure that Maintenance clears appropriate lots) or Student and Community Affairs to announce a cancellation via the media.

8. The above procedures refer to campus classes and events only. Departments and offices may have complementary procedures for college sponsored activity held off campus.

9. Each year, all personnel involved in these procedures will be provided with a list of phone numbers and media codes for that year.