

	Texas Chiropractic College Policies and Procedures	Author: Eddie Crabb & John Ward Approved by: President's Cabinet	Reviewed: 11/06/07 Revised:
	Title: COLLEGE CLOSING POLICY	Page: 1 of 2 Policy No. ESS.06	

1.0 PURPOSE

1.1 To provide a process for communicating TCC's decisions to close or delay opening.

2.0 SCOPE

2.1 TCC campus community.

3.0 POLICY

3.1 Closing of Texas Chiropractic College (TCC) classes and administrative offices may be necessary from time-to-time due to bad weather or emergency events (i.e., natural disaster / catastrophic event). Decisions to close or delay opening are made by TCC's President and / or Vice President of Student Services (Incident Commander).

3.2 Unless announced otherwise, TCC will be open at the regularly scheduled times.

3.3 Announcements of decision to close or delay opening will normally be announced at approximately 5:30 A.M. via local television stations, Blackboard (under Tools / My Announcements) and by voice message at TCC's main switchboard. Decisions to close TCC during operating hours will be made as quickly as possible based on the available information.

3.4 Students and employees are encouraged to make decisions regarding reporting to class or to their respective work stations based upon their own individual set of circumstances. The College values the safety of each individual and expects that people will take responsibility for safeguarding their own welfare.

4.0 RESPONSIBILITIES

TCC President / designee

Vice President of Student Services (Incident Commander)

5.0 PROCEDURES

DECISION MAKING PROCEDURES

5.1 **Non-Operating Hours:** TCC President and / or Vice President of Student Services (Incident Commander) will evaluate available data from personal observations, news sources, and recommendations from the Local and National Weather Services and make a decision to close or delay opening the College. That decision will be relayed to other college officials and an announcement placed with the media (local television / radio), on Blackboard (under Tools / My Announcements) and on voice message at TCC's main switchboard. (Notifications listed on 'My Announcements' is also displayed on every course and every organization.)

- 5.2 **Operating Hours:** If the college is closing during operating hours, students and employees will be notified of this closing through Building Emergency Coordinators, department heads, and an e-mail will be sent to 'Everyone'. Once this is communicated, students and employees should make every effort to leave the college as quickly as possible, but in an orderly manner.
- 5.3 Vice President of Student Services (Incident Commander) will advise Maintenance Director about possible delay / closure.