

**Operating Procedure: Campus Closing**  
**Department: President's Office/Safety and Security**  
**Updated Date: February 12, 2013**

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**Related Policy:** Campus Closing

**Purpose:** To determine the appropriateness of closing the facility.

**Frequency:**

**Policy:** Campus Closing 2601

**Primary Responsibility:** President's Office/Safety and Security

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If one or all College locations are closed or classes cancelled:

**Step 1:** The President will activate a notification system for members of the Administration (i.e., telephone tree and Nixel alert).

**Step 2:** The message on the college's main phone number (517-787-0800) will be updated to provide information regarding the decision to close and/or cancel classes.

**Step 3:** Information will be posted on the JCC website ([www.jccmi.edu](http://www.jccmi.edu)), and e-mail messages sent to the JCC employee and student e-mail accounts

**Step 4:** If classes are cancelled, some employees may be required to report to work. Each administrator is responsible for contacting those individual employees to notify them if they are required to report to work.

**Step 5:** In the absence of the President, the senior officer will determine if closing is necessary and will begin the closing process.

**Step 6:** When the College closes or cancels classes, local TV and radio stations are notified, as well as updates on Nixel Alert, the JCC Digital Signs and a banner on the JCC Website. However, the College cannot guarantee that any station will broadcast the information.