



Administrative Policy

Policy Title:	Campus Closings
Policy Number:	2601
Date Adopted:	12/18/2003
Version:	3.0
Review Cycle:	Biennially
Date Last Reviewed:	10/10/18
Office Responsible:	President's Office/Safety and Security
Reviewing Committee:	Leadership
Related Policies:	NA
Related Laws:	NA

**Policy Summary:**

Jackson College is committed to the safety of its employees and students. To this end the College will evaluate severe weather conditions and determine the appropriateness of closing the facility.

**Scope:**

This policy applies to all physical JC locations.

**Policy Statement:**

In the case of severe weather conditions, emergencies and/or other situations, the President, or designee, will determine if College locations will be closed and/or classes cancelled. When severe weather conditions exist in the morning, the President may consult with JC Safety and Security personnel and when possible, make the determination no later than 5:00am. If the College is open and severe weather or other conditions develop, the conditions will be evaluated and if possible a decision regarding the cancellation of evening classes will be made, whenever possible, by 2:00PM. Any individual location or all campus locations may be closed and/or classes cancelled.

If one or all College locations are closed or classes cancelled, the following communication strategies will be enacted:

- Notification will be sent by Nixle;
- Telephone tree for administration;
- A message will be updated on the College's main phone number (517-787-0800);
- Information will be posted on the JC website ([www.jccmi.edu](http://www.jccmi.edu)), and e-mail messages sent to the JC employee and student e-mail accounts;
- Local TV and radio stations are notified; however, the College cannot guarantee that any station will broadcast the information.

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

In situations where a high school closes that a JC class is held, the JC Dean's Office will contact the students directly only if the classes are canceled. In addition, this information will be available on the JC website.

**Definitions:**

Nixle: This is a service that provides broad text messaging and emailing capabilities to the College students and employees. This service is free to students and employees.

Senior Officer:

In the President's absence, the Vice President of Administration is the Senior Officer. Finally, in the absence of the Vice President of Administration, the Vice President for Advancement is the Senior Officer.

**Change Log:**

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
2/13/2013	Updated	C. Allen
4/27/2015	Biannual Review	C. Allen
09/24/18	Review	C. Allen