

## **Procedure III.3008.C.a, Unscheduled Suspension of College Operations**

### **Associated Policy**

Policy III.3008.C, Emergency Incidents

### **Procedures**

Certain circumstance such as severe weather and technological or man-made incidents may require one or more campuses to suspend operations. The College categorizes the suspension of operations due to these circumstances into three types:

- Closure,
- Shutdown, and
- Evacuation.

The College can apply these categories to buildings, campuses, or the entire College as the situation dictates. The decision to implement any type of suspension of operations rests with the Chancellor or his/her designee. When a decision regarding suspension is made, the Incident Management Team (IMT) must designate the type of suspension that is being implemented, its scope, and the beginning date and time to suspend operations.

Additionally, the Chancellor or designee may implement a period of altered operations before, during, or after an incident. The College can continue to offer services through altered operations even if operations at the physical locations are suspended.

### **Definitions**

**Altered Operations:** The period during which the Chancellor or designee can move College operations to a remote posture. Under altered operations conditions the College remains operational without having to maintain full staffing on site. Employees with job tasks that can be completed remotely continue to work their schedules remotely (remote work can include work from home, alternate College campus or an SLT approved work site). Employees who have job tasks that do not translate effectively to remote work will be directed by their leaders on alternate tasks or, in the case of essential employees, report to work as scheduled. Under altered operations no loss of service or instructional time occurs. SLT may designate certain essential personnel to report on site to manage critical functions to ensure continuity of operations.

**Closure:** Any natural or human-caused incident that may require a building, a campus, or the entire College to close for business. In this type of suspension, students and staff are made aware that some on-site functions of the College have been suspended. There are no imminent life and safety threats, and faculty/staff may choose to remain in the building or on campus, dependent on the affected area, but students and visitors are required to leave the building or campus. Leaders can request certain essential staff to report to duty to manage continuity of operations procedures.

**Essential Staff:** *Essential staff* are employees who are required to report to their designated work location or to work remotely to ensure the operations of essential functions or departments during an emergency or when the College has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College properties.

**Evacuation:** Any natural or man-made incident that may require extraordinary disruption of College operations. In this type of suspension, students and staff are made aware that all critical and non-critical functions of the College have been suspended. There are imminent life and safety threats to the campus and all faculty, staff, students, and visitors are required to leave campus. Faculty and staff are not to report to duty until the SLT decides to resume operations.

**Partial Suspension:** The period during which a building or campus is closed while other parts of the College system remain open and operational. Employees may be directed to work at alternate locations, telecommute, or be assigned alternate work during partial suspensions.

**Shutdown:** Any natural or man-made incident that may require extended disruption of College operations. In this type of suspension, students and staff are made aware that all non-critical on-site functions of the campus or College have been suspended. There may be life and safety threats to the campus, and faculty, staff, students, and visitors are required to leave campus except for essential personnel. Only Strategic Leadership Team (SLT) members can designate critical functions and request staff to report for duty.

**Suspension Period:** The period between the announcement of the suspension and the time communicated for employees to return to work. This time period is determined by the Chancellor or his/her designee.

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Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management