



## Operating Protocol & Procedure

### Details:

Number: 903

Title: Campus Closures Due to Weather or Emergency

Category: Safety & Security

Office of Primary Responsibility: Office of the President

Approval Date: 7/1/15

Effective Date: 7/1/15

Revised: 1/11/16, 11/10/21, 6/13/22

### Purpose:

To state the guidelines that are followed when weather or other emergencies require the closure of a PCC campus or site or the delayed start of classes and opening of offices.

### Applicability:

PCC President, Branch Campus/Site Deans, Chief Business Officer, Marketing and Communications Director

### Definitions:

None

### References:

None

### Attachments/Related Documents:

- A. Inclement Weather Operational Level Guidelines (found on Employee page under "Operating Protocol" heading on the Portal)

### Operating Protocol:

Pueblo Community College makes every effort to remain open and hold classes as scheduled. However, during inclement weather or other emergencies, the College President will decide the operational level for the Pueblo Campus. The operational level options include "snow day," remote day, delayed start, and early closure. The Inclement Weather Operational Level Guidelines are found on the Employee page on the Portal under the "Operating Protocol" heading. Any time changes are made to the guidelines, the revised draft will be sent out to the college.

Branch Campus Deans will consult with the President or the Vice President of Administration and Finance (VPAF), in absence of the President, to determine the operational level for their respective campus or site.

### Procedure:

The President or VPAF (in absence of the President) will adhere to the *Inclement Weather Operational Levels document* when the decision to have a remote day, delayed start, or early closure is being made.

#### *Resuming classes in the event of a delayed start*

When a delayed start is in effect, all classes starting prior to the delayed start time will be cancelled in full. For instance, if a campus has announced a delayed start time of 10 a.m., any classes with a start time occurring prior to 10 a.m. will be cancelled in full even if the class would still be in progress after 10 a.m.

#### *Classes/Events in Progress in the event of an early closure*

The College will make every attempt to give ample notice of an early closure; however, in cases of emergencies, this may not be possible. Faculty, instructors, and staff should adhere to the procedures detailed in the Emergency Procedures Guide in the event of a sudden early closure due to an emergency.

When an early closure is not due to an emergency, faculty, instructors, staff should dismiss class (or end an event) at the stated early closure time for security and safety purposes. If, for any reason, this is not possible, the faculty, instructor, or staff must notify the Department of Public Safety or the appropriate branch dean immediately.

#### *Events impacted by a campus closure or delayed start*

The PEAK Center must notify the Department of Public Safety if for any reason a scheduled event cannot be cancelled or postponed during a remote day, delayed start, or early closure due to weather. Remote days, delayed starts, and early closures due to emergencies (not related to weather) are mandatory.

#### *Administrative Leave during Emergency Closures*

If the college or any location is open and an employee chooses not to report due to inclement weather, they will be required to submit annual leave for the absence.