

 <b>Prescott College</b>	<b>Policy Number:</b> 615	
	<b>Policy Category:</b> Safety and Health Policies	
	<b>Emergency Closing</b>	
	<b>Policy Summary:</b>  <i>Campus-based classes and operations will be closed when travel to and from campus would represent a hazard.</i>	
	<b>Approval Date:</b> 01/08/2024	<b>Effective Date:</b> 01/08/2024
<b>Policy Owner:</b>  <i>Chief Operating Officer</i>	<b>Scheduled for Review:</b>  <i>Spring 2029</i>	

### Policy Statement

Prescott College will close the campus-based classes and operations when travel to and from campus would represent a hazard or endangerment to students and/or employees due to emergencies such as inclement weather or power failures.

The Chief Operating Officer, in conjunction with other College administrators, will make the determination regarding closing campus. Employees and students will be notified of the closure through email announcements, the campus alert system and the college website.

When a closure is made, all on-campus classes for that date are canceled and offices are closed. In the case of a delayed start, classes prior to the designated start time are canceled and offices will be closed. Classes at or after the delayed start time will meet as scheduled.

#### Remote work and other conditions

1. Remote employees (including Prescott based) shall continue to work when the physical campus is closed.
2. Campus based employees who have remote work capabilities are requested to work remotely when the physical campus is closed.
3. When the College does not announce a closure yet an employee is delayed or unable to report to work as a result of the weather conditions, the employee may request time off for inclement weather without using vacation time. The employee shall work with their supervisor regarding their ability to work remotely or not report to work.

### Definitions

### Reason for Policy

To explain when and how decisions regarding campus closures will be made.

<b>Responsibilities</b>	
For following policy:	All campus-based employees
For enforcement of policy:	Chief Operating Officer
For oversight of policy:	Chief Operating Officer
For procedures implementing the policy:	Chief Operating Officer
For notification:	Policy Librarian

**Procedures**

**Cross Referenced Policies**

**Revision History**

Original approval, 11/01/1997.  
Revisions, 06/03/2000; 06/01/2007