**Policy 1-3-1: Campus Closure**

| **Policy:** | Policy 1-3-1: Campus Closure | **Date Adopted:** | Jul 08, 2008 |  |
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| **Department:** | [President's Office](https://www.wnc.edu/president/) | **Contact:** | Assistant to the President |  |
| **Statement:** | In the event it becomes necessary to close a campus or instructional center due to inclement weather, utility outage, natural disaster or any other reason, every effort will be made to notify students and employees of the closure of a campus or instructional center in a timely manner. | | | |

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# **Section 1: Campus/Instructional Center Decision**

* The decision to close a campus or instructional center or cancel classes, shall be made independent of other campuses and instructional centers operated by WNC.
* The administrator in charge shall make the decision based on the best information available at the time in consultation with the administrator in charge.

# **Section 2: Decision Made During Hours of Operation**

* If the decision is made to cancel classes and/or close the campus/instructional center during normal operating hours (8 am to 10 pm, Monday through Friday) the following shall apply:
  1. The administrator in charge shall determine the hour of cancellation or closure and make the announcement via e-mail to all faculty, ~~and~~ staff and students.
  2. The administrator in charge shall make arrangements to inform radio and television stations of the cancellation or closure.
  3. The administrator in charge will make arrangements to have the main phone message and website updated, and media notified of the closure.

# **Section 3: Decision Made During Non-Operating Hours**

* If the decision is made to cancel classes and/or close the campus/instructional center during non-operating hours (10:01 pm to 7:59 am, Monday through Friday and all day Saturday and Sunday) the following shall apply:
  1. The administrator in charge shall make arrangements to inform radio and television stations of the cancellation or closure.
  2. The administrator in charge shall contact key administrative staff to solicit assistance in informing as many campus employees as possible about the cancellation or closure.
  3. The administrator in charge shall make arrangements to update voice mail and the college website, if available, to inform those who call regarding the status of the cancellation or closure.

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# **Section XX: Delayed Opening**

* College campuses/instructional centers affected by inclement weather or other conditions may have a delayed opening time.
* The officer in charge shall announce the delayed opening time per sections 2 or 3.
* Every effort will be made to align the delayed opening time with the start times of the majority of classes.
* Students shall be advised to contact their instructors regarding the status of classes.
* OR
* Instructors shall email their affected classes with instructions. Instructors will email students of affected classes as soon as possible after the delayed opening announcement.
* Instructors are encouraged include a “delayed opening” instruction item in their syllabus: e.g. “Class meets if: delayed opening time at or before xx:xx; Class Canceled/Meets Online [instructor’s choice] if: delayed opening time after xx:xx;

# **Section 4: Campus Open/Classes Not Canceled During Inclement Weather**

* Because of the localization of inclement weather in western Nevada, bad weather that affects one area may not affect other areas.
* In cases where a campus remains open or classes are not canceled, every effort will be made to keep students informed about individual classes that are canceled due to instructors’ unavailability.

# **Section 5: Instructional Centers**

* When an instructional center is located in a non-college building, closure of the building will dictate cancellation of college classes.

# **Section 6: Allied Health**

* The Director of Allied Health is responsible for the cancellation of clinical laboratories in the event of inclement weather.

# **Section 7: Child Development Center**

* Whenever, due to weather, utility outage or natural disaster, it is deemed necessary to close the Carson City Campus, the Child Development Center Director or designee shall be notified, so that the Center’s procedure for notifying parents to pick up their children can be implemented.

| **Date(s) Revised** | November 7, 2017; September 2, 2008; May 11, 2004; | **Date(s) Reviewed** |
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