

Procedure 102.2 Canceling Classes or Closing the College in Case of Emergency or Inclement Weather



November 20, 2024

Supersedes previous procedure 102.2 dated October 20, 2021

Summary

This procedure is implemented when inclement weather or an emergency (i.e., fire, accident, loss of power, etc.) requires the cancellation of classes, the delayed opening, or the closing of any or all campuses.

Process

The decision for canceling classes, delaying the opening, or closing the Batavia Campus is the responsibility of the Vice President of Finance and Operations, after consultation with the President. In the absence of the Vice President of Finance and Operations, the decision for canceling classes, delaying the opening, or closing the Batavia Campus in consultation with the President falls, in order, to:

1. Provost/Vice President for Academic Affairs
2. Vice President for Student Affairs

To aid in decision making, the Vice President should work with the Director of Campus Safety for their assessment of all road and weather reports. If a decision is made to cancel classes, delay the opening, or close the Batavia Campus, the Vice President will promptly notify the following:

- Campus Safety
- Cabinet Members

The steps to be taken by each of these respective offices are outlined below.

- A. Classes held at local high schools will follow the decisions made by the local school district.
- B. The Campus Center Associate Dean is responsible for canceling classes, delaying the opening, or closing the Campus Centers. The Associate Dean is also responsible for contacting Information Technology Services and Marketing and Communications for notifying the local TV stations. The decision is made after consultation with the Dean of Distributed Learning or the Provost/ Vice President for Academic Affairs. While the closing of Campus Centers is done independently, if the Batavia Campus closes, all campus centers are closed.
- C. Campus Safety will be responsible for updating the mass communication system notifications to inform the campus community including students, faculty, and staff of the decision to close the campus or to cancel/delay classes. The Director of Campus Safety will be the primary person

responsible for coordinating the Alertus communication. The Assistant Director of Campus Safety will serve as the back-up person and the Vice President of Finance and Operations will be the secondary back up.

D. Information Technology Services is responsible for posting the appropriate decision on the College’s website. The Webmaster will serve as the primary contact for updating the College’s website with the Web Developer serving as the back-up.

E. Marketing and Communications is responsible for:

- a. Updating the College’s switchboard message. The Assistant Director of Marketing & Communications will serve as the Primary Contact for updating the College’s switchboard message with the Vice President for Development, Admissions & External Affairs serving as the back-up.
- b. Updating the College’s social media sites. The Digital and Social Media Assistant will serve as the primary contact for updating the College’s social media sites. The Assistant Director of Marketing & Communications will serve as the back-up.
- c. Notifying the following TV stations. The Vice President for Development, Admissions & External Affairs will serve as the primary contact for the television stations. The Assistant Director for Marketing & Communications will serve as the back-up.

TV Station	Broadcast Area
WKBW Channel 7	Buffalo
WHAM Channel 13	Rochester

A decision to cancel classes, delay opening, or to close the College (at any of its campuses) will be posted on the College’s web page and announced, if possible, by 6:00 a.m. for scheduled day activities and by 4:00 p.m. for evening activities.

Genesee Community College regards itself as a community service provider and in times of emergencies, many College personnel are essential to continue the work of the College, to provide support and information to our constituents, and prepare the College for full reopening as soon as possible. This is true even at times when there are announcements that only necessary/essential vehicles should be on the road. Therefore, when classes are cancelled, the College will still be open, and all non-teaching personnel are expected to report to work. At the same time, Genesee Community College respects the right of individuals to use their best judgment about their safety during emergencies. Employees who do not feel it is safe to travel to work during an emergency or inclement weather may use personal leave or vacation days to cover their absence. They should call their supervisors at the time of their decision to use personal leave or vacation days. If an official travel ban has been issued in the employee’s county of residence that requires no travel except for that of emergency management personnel and vehicles, that employee is not required to report for work and will be provided with an “Excused Absence”. The

employee will need to contact their supervisor to advise them of the travel ban and will be required to provide documentation of the travel ban in their county of residence.

When the College is officially closed, all Campus Safety personnel and emergency personnel, including designated staff responsible for snow removal and additional personnel as determined necessary to maintain continuity of essential services, will remain on the Batavia Campus or report to work at their regularly scheduled time. Arrangements for this will be the responsibility of the Vice President of Finance and Operations or their designee. In the event an inclement weather emergency or other campus emergency closes the College (at any of its campuses), absences will not be charged for non-essential employees. In all cases, however, any employees who have received advance approval for time off shall be charged accordingly.

Forms

None

Related Documents

Policy 1011 – Emergency Management