

# College Closure Procedure

[HR Guidelines - Suspended Operations \(docs.google.com/document/d/1OZ0cVUwD35zwnh0FilyTclJN\\_qfQEvwf/edit?usp=sharing&ouid=102139738388901347095&rtpof=true&sd=true\)](https://docs.google.com/document/d/1OZ0cVUwD35zwnh0FilyTclJN_qfQEvwf/edit?usp=sharing&ouid=102139738388901347095&rtpof=true&sd=true)

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## Inclement Weather Closure

Weather conditions can vary considerably in LCC's service district. LCC doesn't operate school buses, so the campus may be open even when local schools are closed. If the campus is open during inclement weather, personal safety should be a priority. Each student and employee is personally responsible for making the decision about whether to come to campus or stay home.

If the campus is closed, every available platform will be used to communicate the information. For a list of ways to stay connected during a closure, please see the "[Crisis Communication Procedure \(lowercolumbia.edu/publications/emergency/crisis-communication-procedure\)](https://lowercolumbia.edu/publications/emergency/crisis-communication-procedure)" in this handbook. Please note that power outages or other technological issues may make it impossible for us to post on one or more platforms, so checking multiple sources for information is recommended.

If the college is closed due to inclement weather, no staff or students should come to campus (staff who need to come to campus will be informed either before or during the closure; if you are not informed that you need to come to campus, you should not report).

Please note that this is a general procedure and exceptions may be necessary.

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## Emergency Closure

As with weather closures, in the event of a campus closure due to emergency every available communication platform will be used to relay information. For a list, please see the "[Crisis Communication Procedure \(lowercolumbia.edu/publications/emergency/crisis-communication-procedure\)](https://lowercolumbia.edu/publications/emergency/crisis-communication-procedure)" in this handbook.

In the event that the college closes due to an emergency, no staff or students should come to campus (staff who need to come to campus will be informed either before or during the closure; if you are not informed that you need to come to campus, you should not report).

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## Process

In the event of inclement weather, initial notification for closing the campus will be made by 6:00 am. If the campus needs to close early due to weather, notification will be made by 2:00 p.m.

Notification regarding campus emergencies will be made as soon as information is available.

LCC Emergency Messages include but are not limited to:

1. Emergency Resolved @ LCC: All Clear
2. Active Shooter @ LCC: Run–Hide–Fight
3. Active Threat @ LCC: Run–Hide–Fight
4. Secure and Teach @ LCC
5. Evacuate LCC Immediately
6. Shelter in Place @ LCC
7. Power Outage @ LCC – Await Instructions
8. LCC Campus Closed due to Power Outage
9. LCC Campus Closed due to Weather
10. Custom Message (may include notices about tests and drills)

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## Athletic Events

During a campus closure, athletic events are canceled. Any exceptions will be posted through the communication channels noted above.

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## Other Events

During a campus closure, all events are canceled. Any exceptions will be posted through the communication channels noted above.

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## Head Start/ECEAP Program

During a campus closure, Head Start/ECEAP facilities on campus are closed. Head Start/ECEAP may also be closed when the college is open. In most cases, Head Start/ECEAP will follow the same schedule as the local school districts regarding inclement weather closures. Please check local media or contact your school district for information about school closures.

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## Faculty

Please refer to the current Faculty Contract, Article 412: College Closure for more information.

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# Classified Employees

Please refer to the current WFSE collective bargaining agreement, Article 17: Suspended Operations for more information.