

College Procedure: 304.2 – Cancellation and Delay

Policy Reference: 304 – Campus Safety and Security
Responsible Department: Facilities and Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities and Public Safety
Effective Date: 12/10/2013

Version Number: 4
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

Weather, infrastructure failures, or area emergencies may necessitate delayed opening or closure of one or more College sites. The following procedure is a framework for the College regarding closure and delay decisions.

The Procedure

The following approach is considered during inclement weather or other emergency situations.

- A decision **to close** for the entire day will be communicated by 6:00am or as emerging conditions warrant.
- A decision **to delay** opening of campus until 10:00am or 5:00pm will be communicated by 6:00am or as conditions warrant.
 - Buildings will be unlocked one half-hour before the announced start time
 - Classes and activities that are scheduled to start before a delay will not meet.
- A decision **to close** during the day or evening will be communicated in a timely manner.
- Students enrolled in county and regional center programming should follow local high school procedures as well as Kirkwood's closures and delays.
- All College employees designated as essential personnel are required to report to work, or remain at work until released by their supervisor.
- Exceptions to college closure and delays: facilities serving clients or external customers (i.e., Athletics, Corporate Training, The Hotel at Kirkwood, KCETC, etc.) will remain open based on client activities.

Considerations to Close or Delay

The decision to **close or delay** college operations will be made by senior administrators, based on the following considerations:

- Discussions with College personnel on site regarding current conditions
- Impact to campus operations (e.g. amount of snowfall received/forecasted)
- Road conditions and ability to travel safely
- Environmental conditions (i.e., temperature, wind speeds/chill)
- Considerations of local school districts and other educational institutions

Communications Plan

In order to ensure the campus community is made aware of closure and/or delays, the College will utilize an established communications plan. In many cases, the College will provide continuous updates on weather systems and emerging conditions to allow students and employees to make informed decisions. Additional information regarding the College's emergency notification procedure can be found in [304.20 Timely Warning and Emergency Notifications](#).

- Announcements of College closings and delays will be communicated through the following outlets:
 - Kirkwood Alert (most accurate and timely communication)
 - Campus e-mail notifications
 - Talon Announcements
 - Website & My Hub pop-up notification
 - Social media pages
 - Local news and radio programming

Definitions

Inclement Weather Closure: REFERS TO WEATHER THAT IS NORMALLY CONSIDERED TO BE RELATED TO SNOW OR ICE STORMS, BUT MAY INCLUDE EXTREME COLD TEMPERATURES OR WEATHER WARNINGS FOR SEVERE WEATHER ACTIVITIES.

Emergency Conditions: REFERS TO CONDITIONS, WHICH, IN THE DETERMINATION OF THE PRESIDENT OR THEIR DESIGNEE MAY PUT THE COLLEGE COMMUNITY AT RISK.

College Closing: REFERS TO THE CLOSING OF ALL BUILDINGS AND OFFICES, CANCELLATIONS OF ALL CLASSES (CREDIT AND NON-CREDIT), THE CANCELLATION OF ALL SCHEDULED NON-ACADEMIC ACTIVITIES AND EVENTS AT ONE OR MORE COLLEGE SITES.

College Delay: REFERS TO THE DELAYED START OF CLASSES AND ACTIVITIES. BUILDING AND OFFICES WILL REMAIN CLOSED UNTIL THE START TIME. FACILITIES WILL BE UNLOCKED ONE HALF-HOUR BEFORE THE ANNOUNCED START TIME.

Essential Worker: REFERS TO THOSE EMPLOYEES DESIGNATED IN THEIR JOB DESCRIPTION OR BY THE PRESIDENT AS ESSENTIAL TO THE OPERATION OF THE COLLEGE DURING AN IDENTIFIED PERIOD OF TIME.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	12/10/2013	Troy McQuillen, Vice President, Facilities and Security	New procedure
2	08/23/2017	Cabinet	New template
3	09/10/2019	Cabinet	Procedure template
4	10/27/2020	Cabinet	Updated