



DIVISION		ADOPTION DATE	
IX	College Plant and Property	1998	
PROCEDURE NAME		REVISIONS	
09.05.00.00	College Closing Due to Severe Weather Emergencies	Revised: 09/2006, 09/2007, 12/2006, 12/2008, 11/2009, 12/2010, 02/2014, 01/2020, 04/2021	

The administration reserves the right to amend or otherwise revise this document as necessary to reflect future changes made to its procedures. Employees are responsible for reviewing policies and procedures periodically to ensure continued compliance with all Board policies and institutional procedures.

09.05.00.00 COLLEGE CLOSING DUE TO SEVERE WEATHER EMERGENCIES

Making the Decision to Close:

The President or the Administrator in charge can decide to close the College due to severe weather that may pose a threat to the safety or welfare of the students or staff. Utilizing the National Incident Management System guidelines, the Vice President of Administrative Services (or designee) makes the recommendation to the President to close the College based on the following information:

- A. Conditions of roads, highway systems, and College locations
 The Chief of Police will provide information regarding the conditions of roads and highway systems based on information obtained from the Law Enforcement Agency Data System and the National Weather Service and other relevant sources. The Director of Facility Services will provide information regarding conditions of all College locations, roads, and sidewalks.

- B. Closing status of local school districts and area Colleges
 The Executive Director of Communications & Marketing will provide information regarding the closing status of local school districts and area Colleges.

- C. Scheduled classes and activities at Joliet Junior College (JJC)

The Vice Presidents of Academic Affairs and Student Development will provide information regarding scheduled classes and activities that could be affected by closing.

After reviewing the above information and if necessary, consulting with the President's Cabinet, the Vice President of Administrative Services will make a recommendation regarding closing to the President or the Administrator in charge. The decision to close will be made in accordance with the following guidelines:

- A. The decision to close the College for day classes will be made by 5 a.m., if possible.
 - Faculty, adjunct faculty, administrators, professional, support and technical staff, clerical staff, and food services staff, including scheduled part-time employees, are not expected to report for work and will receive full pay. *Personnel who are required to work will receive compensation based on their contract and/or board policy and procedure.*
 - Facility Services, Campus Police and Information Technology personnel will be expected to report for work in accordance with emergency work schedules established by their offices. *Personnel who are not required to work will receive full pay. Personnel who are required to work will receive compensation based on their contract and/or board policy and procedure.*
 - Student Workers are not eligible for pay for time lost due to Severe Weather Closings.
- B. The decision to close the College for evening classes that begin at 6 p.m. or later will be made by 3 p.m., if possible. The College will remain open for staff until 4:30 p.m. unless otherwise communicated. If the College is closed during work hours, employees should confirm with their direct supervisor before leaving for the day and ensure that all obligations to or appointments with students have been taken care of or rescheduled. *Personnel who are required to work will receive compensation based on their contract and/or board policy and procedure.*
- C. For classes scheduled between 3 and 6 p.m. or those classes already occurring when the closing announcement is made, the students will be released at 4:30 p.m. unless otherwise communicated.
- D. The decision to close will apply to all campuses and education centers unless otherwise determined by the President or the Administrator in charge.

COLLEGE CLOSING DUE TO FACILITIES EMERGENCIES

Making the Decision to Close:

The President or the Administrator in charge can decide to close the College due to facilities emergencies that may pose a threat to the safety or welfare of the students

or staff. The Vice President of Administrative Services (or designee) makes the recommendation to the President to close the College based on the following information:

- A. Conditions of buildings or College locations
The Director of Facility Services will provide information regarding the facility emergency and how it affects the conditions of buildings and/or College locations.
- B. Information regarding Environmental, Health or Safety issues
The Director, Risk Management will provide information regarding safety or health issues associated with the facility emergency.
- C. Scheduled classes and activities at Joliet Junior College
The Vice Presidents of Academic Affairs and Student Development will provide information regarding scheduled classes and activities that could be affected by closing.

After reviewing the above information and if necessary, consulting with the President's Cabinet, the Vice President of Administrative Services will make a recommendation regarding closing to the President or the Administrator in charge. The decision to close will be made in accordance with the following guidelines:

- A. The decision to close the College for day classes will be made by 5 a.m., if possible.
 - Faculty, adjunct faculty, administrators, professional, support and technical staff, clerical staff, and food services staff, including scheduled part-time employees, are not expected to report for work and will receive full pay. *Personnel who are required to work will receive compensation based on their contract and/or board policy and procedure.*
 - Facility Services and Campus Police personnel will be expected to report for work in accordance with emergency work schedules established by their offices. *Personnel who are not required to work will receive full pay (as long as the employees are scheduled to work). Personnel who are required to work will receive compensation based on their contract and/or board policy and procedure.*
 - Student Workers are not eligible for pay for time lost due to Emergency Closings.
- B. The decision to close the College for evening classes that begin at 6 p.m. will be made by 3 p.m., if possible. The College will remain open for staff until 4:30 p.m. unless otherwise communicated. If the College is closed during work hours, employees should confirm with their Vice President or direct supervisor before leaving for the day and ensure that all obligations to or appointments with students have been taken care of or rescheduled. *Personnel who are*

required to work will receive compensation based on their contract and/or board policy and procedure.

- C. The decision to close will be based on the severity of the emergency and will apply to the campus or center affected by the emergency, unless otherwise specified by the president or the Administrator in charge.

Communicating the Decision to Students and Staff

- A. The President's Cabinet and Administrative Council will initiate emergency closing phone trees.
- B. The Executive Director of Communications and Marketing will work with the President or the Administrator in charge to draft a message regarding closing the College. This message will be communicated to students and staff through the emergency notification system and may include the following methods:
- E-mail & Website (www.jjc.edu)
 - Phone/text-messaging/College phone messaging system
 - Signage on exterior campus doors
 - Public address system
 - Provide closing information to service center, as necessary
- C. The Executive Director of Communications and Marketing will notify PACE bus service regarding campus closing.

Communicating Emergency Closing Information to the Media

The Communications and Media Coordinator will notify area radio, television, and online media outlets regarding closing information.