

(PROCEDURE)

Procedure:	College Closure and Event Cancellation Procedure	Procedure No.:	GA2011.1
Authority:	College President	Associated Policy Reference No.:	GA2011
Procedure Owner:	College President	Responsible Party:	Administration
Approved:	May 11, 1994		
Revised:	November 19, 2013		
Revised:	February 27, 2024		

Purpose

The purpose of this procedure is to provide details on processes for College Closure and Event Cancellation as stated in the College Closure and Cancellation Policy.

Statement of the Procedure

In the event of a need to close the College or delay opening due to inclement weather, a power outage, or other conditions - the Director of Campus Safety and Security will contact the Director of Marketing, Communication and Public Information regarding the alert message directive. Directives will come from the Director of Campus Safety and Security after discussions with the President, Executive Council, the Director of Facilities Management, and Director of Campus Operations/Ice Center. In the absence of the aforementioned individuals their pre-identified designees may be consulted.

All College employees and students are encouraged to sign up for the Rave Alert to receive the most accurate and timely announcements of College closings or delays. Announcements of College closings and delays will be communicated through:

- Rave Alert - <https://www2.sunybroome.edu/safety/rave-alert/>
- SUNY Broome CC website (www.sunybroome.edu)
- MyCollege web portal (mycollege.sunybroome.edu)

Regional Broadcast Media: Announcements of College closings and delays will also be communicated to local radio and television Stations.

Please note: this procedure does not cover emergency scenarios presenting immediate danger (such as an active shooter, fire, or tornado). For information regarding the college Emergency Response Plan please visit - <https://www2.sunybroome.edu/safety/emergency-response-plan/>

Notifications

As soon as the decision to delay or close the College is reached, a notification will be issued through Rave Alert, a notice will be placed on the SUNY Broome website, and will be listed on the login screen for the *MyCollege* web portal. An outgoing message will also be placed on the College's main switchboard.

Students, faculty, and staff are primarily urged to check the SUNY Broome website, and campus email for information concerning class cancellation or campus closure, or to call the

main campus at **607-778-5000** for a recorded message.

Students and College employees should not assume that announcements concerning public school systems apply to SUNY Broome.

Day Classes

Decisions concerning the closing or late opening of the College will be made by College officials prior to 6 a.m., whenever possible.

In regards to active weather-related conditions, if significantly worsening weather occurs after classes have begun for the day, decisions concerning early closing of the College will be made by College officials at least two hours in advance of the closing, whenever possible.

Evening Classes

Decisions concerning the cancellation of evening classes (classes that start after 5 p.m.) will be made before 3 p.m., whenever possible, and will be announced in the same manner as cancellation of day classes.

Off-Site Classes

In general, closures that apply to main campus classes will also apply to other locations where College classes are held, unless otherwise specified, including the Culinary and Event Center. (*See Exceptions for Special Events below.*)

Weather-related closures or cancellations may not apply to students in clinical experiences, internships or workforce development courses, since these activities take place over a wide and varied geographic area. Students enrolled in clinical experiences or internships should follow the closing procedure outlined in their program handbook.

Students who have concerns about the safety of traveling to class at an off-site class location should contact their instructors about their individual situations (See the Closure and Cancellation Policy).

Weekend Classes:

The same College closing procedure followed during the week will also apply to weekend classes and campus offices.

- Official weekend closures of the main campus apply to all campus events, rentals and activities (see exceptions for the Ice Center and the Culinary and Event Center below).

Cancellation of Activities, Rentals, or Campus Events Due to Weather:

In the event that the campus does *not officially close and classes are being held, or in the event that* weather conditions continue to evolve, some continuing education courses, special events and activities may require additional considerations. Examples include:

- **Special Event Cancellations** (these include Continuing Education, Athletic Events, Student Activities and Third Party Events):
 - If inclement weather is forecast that may require cancellation of a special event, key stakeholders/organizers will consult directly with the Office of Public Safety (which will remain in contact with campus operations and administration during weather events) and attempt to make a decision regarding event cancellation as quickly as possible.
 - Weekends: If inclement weather is forecast for a weekend, the above process will be followed and an attempt to make a decision regarding cancellations will be made by Friday at 3 p.m. If a decision cannot be made before this time, stakeholders and the Office of Public Safety will continue to evaluate conditions. Messaging regarding any cancellations will then be distributed at the earliest possible opportunity.
- **Cancellation of Ice Center Events**
 In the event of inclement weather, the Ice Center will remain open unless Broome County declares a State of Emergency with no unnecessary travel.

Supporting On Campus Housing During Weather-Related Closures

At times when the campus is closed for weather-related emergencies, while residential students are living in the Student Village (SV), the Director of Facilities Management, and the Director of Campus Operations and the Ice Center, in consultation with the Director of Campus Safety and Security, will coordinate staff to clear walkways in the immediate surrounding area of the SV.

Efforts will be made to clear walkways to the cafeteria or other food distribution areas on campus. The Director of Housing and Residential Life will coordinate with campus food services or other available vendors as needed to ensure food is available to residential students through the duration of emergency closures.

Daycare Closure

The B.C. Child Care Center will follow the College’s day classes closing determinations and procedures.

Related Policies (by number)

GA2011 College Closure and Cancellation Policy

To whom it applies (title or department)

Entire Campus – Faculty, Staff, Students and Community Guests

Appendix

Student Handbook

Employee Handbook

F-SA Handbook,

Emergency Response Plan - <https://www2.sunybroome.edu/safety/emergency-response-plan/>

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
Created 5.3a	09/14/1994		
Reviewed	02/27/2024	JW	EMMO