

SUNY BROOME

(POLICY)

Policy:	College Closure and Event Cancellation Policy	Policy No.:	GA2011
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner:	President	Responsible Party:	Administration
Approved:	March 21, 2024		
Revised:	(DATE)		

Purpose

The purpose of this policy is to ensure the safety of SUNY Broome Community College students and employees as a priority when making a closing or delayed opening decision (such as in the case of weather-related events, power outages, or other emergency situations).

In the event of any situation which would have an impact on the College's ability to conduct classes and/or conduct office business, the Director of Campus Safety and Security, Director of Facilities Management, and Director of Campus Operations/Ice Center will assess conditions and report all findings to College Administration.

As long as conditions are safe on College property and on the major roads leading to College facilities, the College will be open-- either on a regular or delayed schedule. In weather-related scenarios, before students, employees, and visitors arrive on campus, College employees work hard to ensure that campus walking and driving areas are safe for pedestrian and motor vehicle traffic.

Statement of the Policy

In making a decision to alter the College schedule, due to situations that would prevent the college from conducting classes or office business, a team of College personnel will consult with internal and external offices to assess the situation. For example, in the event of a potential weather-related closing, the group would consult with the Broome County Sheriff's Office, and/or the New York State Police regarding road conditions. In addition, information from the National Weather Service is gathered and weather-specific websites are consulted.

In the event of poor weather conditions, students and College employees living in locations in the College's service area may experience unsafe weather conditions, even when conditions in and around College facilities may not warrant closing the College. Students who have concerns about the safety of traveling to class should contact their instructors about their individual situations, and, if necessary, make arrangements with their professors about any missed coursework. Faculty members will try to be flexible regarding student absences in these circumstances.

Please note: this policy 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/>

Related Policies (by number)

None

To whom it applies (title or department)

MarCom
Facilities
Public Safety
Housing

General Guidelines

In the event that a State of Emergency is declared, the college will close and comply with all state and county instructions.

For further details on closure decisions, notifications, and other related campus operations, such as weekend closures and special event cancellations, please see the College's **GA2011.1 Campus Closure and Event Cancellation Procedure**

Appendix

Employee Handbook
Student Handbook
F-SA Handbook
Emergency Response Plan - <https://www2.sunybroome.edu/safety/emergency-response-plan/>

Forms for further clarification of policy

None

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
Created	09/12/2023	JW	EMMO