

NUMBER: 507
SUBJECT: SCHOOL CLOSURE
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
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507.1 – POLICY

During severe inclement weather, emergencies, or special situations, Bridgerland Technical College (BTECH) may have a full or partial closure. The determination regarding a school closure will be made either by the President or any two Vice Presidents and will be based on the safety of employees and students. School closures will generally occur in situations where employees and students can be notified of the closure prior to when they would normally arrive at the College or in situations when there were power outages of a substantial nature. During official closures, benefits-eligible employees will be given administrative leave for regularly scheduled work hours. Non-benefits eligible employees will only be paid for actual hours worked.

507.2 – NOTIFICATION

The College will provide employees and students with notice of official closures by communicating the closure details through the use of a mass notification system. ~~the organizational chart hierarchy and/or That is, supervisors will tell their subordinates who, in turn, will tell their subordinates, until every level of the organization, including students, have been told.~~ In addition, whenever possible, the institution will communicate closures through the Web site, flock shoot e-mail messages, and local radio stations.

507.3 – Procedures

When school closures for inclement weather, emergencies, and or special situations arise, the following procedures will be followed as appropriate:

1. Determination of school closure and/or action will be made by the President or any two Vice Presidents.
2. The President or any Vice President will send, or make arrangements to send, an alert through the mass notification system.
 - a. Persons who should have access and training on mass notification alerts are: President, Vice Presidents, Chief of Staff, Risk Management Chair, and Chief Information Officer. Other persons may be trained as deemed appropriate by administration.