

POLICY 6030

SUSPENDED OPERATIONS

POLICY

It is the policy of Shoreline Community College District VII that its on- and off-campus facilities will be open on a regular schedule. All employees are expected to report to work as scheduled including some weekend or evening work, as pre-arranged and pre-scheduled. In circumstances of emergency conditions (hazardous weather conditions, natural disaster or other emergency) the president of the college may suspend operation of all or any portion of the district and release employees from work in accordance with the procedures for reporting employee absences and determining compensation during college closure or suspended operations.

Approved by:
Board of Trustees. 11/10/69
Revised. 12/20/91
Revision approved by
Board of Trustees 11/17/00

The Board of Trustees hereby revises Policy 6030.

Done in Open Meeting by the Board this 17th day of November, 2000.

Board of Trustees
Shoreline Community College

By: _____ (signature on file)
Chair of the Board

SUSPENDED OPERATIONS

PROCEDURAL GUIDELINES

1. The president or his/her designee will evaluate the circumstances presented, determine if public health, property or safety is jeopardized and if necessary declare that either all or parts of college operations are suspended.
2. The president or his/her designee will notify the Public Information Office or designee of any change to college operations. The Public Information Office will then be responsible for informing the campus community utilizing currently adopted messaging technologies such as voice-mail, e-mail, text message, automated phone greeting, Web, social media and/or other methods. Local media, including TV, radio, newspapers, online news entities and/or other media outlets will also be notified.
3. During the time of suspended operation, some essential functions may need to continue (e.g., Plant Operations, Security). The administrator of those administrative units will develop in advance and share with affected staff an emergency employee work plan.
4. Conditions may warrant suspended operations before the work day begins or during the work day. In all cases, notice will be made as soon as feasible.
 - When suspended-operation conditions occur overnight, notification will be available by 5 a.m. when possible.
 - When suspended-operation conditions occur during the work day, employees will be notified as soon as feasible.
5. To receive notice of suspended operations, employees should utilize one or more of the following:
 - College notification system
 - Note: Before conditions may warrant suspended operations, employees should check their contact information and choose contact preferences used by the notification system at www.shoreline.edu/connect.
 - Notices posted on the College Web site at www.shoreline.edu
 - Voicemail notices posted at the main College number, 206-546-4101.
 - Notices sent to media outlets by postings at www.schoolreport.org.

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- Note: Media are not bound to use posted information. However, outlets that commonly use posted information include:

Radio

KIRO – 97.3 FM
KOMO - 1000 AM

Television

KOMO - Channel 4
KING - Channel 5
KIRO - Channel 7
KCPQ – Channel 13

- 6. There are two general options for suspended operations, although specific conditions may warrant additional options. Depending on conditions, these options may occur separately or together. The options are:

1) Campus is closed

- All College-related and other activities on campus are cancelled
- On-campus class meeting are cancelled.
 - Classes will continue online as indicated in each course syllabus.
- College employees should not report to campus for work other than those specifically designated to report.
- Students should not come to campus for classes or other College-related activities.
- Campus closure options may include, but are not limited to:
 - Campus is closed for day and evening operations.
 - Campus is closed for evening operations
 - Campus will open late (for example, 10 a.m.)

2) Classes are cancelled

- All classes are cancelled; both on-campus and online.
- Depending on circumstances, some employees may be asked to report to campus with directions from supervisors.

Approved by:

College Cabinet 11/05/69

Revised 11/26/91

Revision Approved by:

President's Staff..... 10/30/00

College Council.....11/20/12

President’s Senior Executive Staff..... 12/03/2012