

Category
Approval

Series 300: General School Administration

Effective	Administration	Board
2/22/10	12/4/09	2/22/10
Revised	For Review	
8/14/23	2027	

EMERGENCY CLOSINGS
MTC 321

The President may close the College or dismiss classes early when hazardous weather, emergencies, or other conditions threaten the health or safety of students and employees. The President may delegate this authority to another staff member in the event of his/her absence.

Action to close the College will not be taken lightly.

In making the decision to close the College, the President will consider many factors, including the following that relate to the safety and health of students and employees:

1. Weather conditions
2. Driving, traffic, and parking conditions
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of the College difficult or dangerous
4. Inability of employees to report for duty

The President will consider these factors and take action to close the College after consultation with traffic, weather, and other local authorities.

The decision to close school will be made as soon as information is available and it is known that school must be cancelled or dismissed early. The decision will be based on actual conditions, weather reports, and information received from local authorities such as the Sheriff's Department, Police Department, County Highway Department and State Department of Transportation.

When classes are canceled or delayed for emergency reasons, staff members will comply with notification message instructions or MTC Employee Handbook guidelines in reporting for work.

6/27/2011 – "Quarter" changed to "semester" in bullet point #9.

6/10/19 – Removed statements regarding reporting for work and determining compensation as these guidelines are found in MTI employee handbooks. Removed statement regarding students making up lost time when classes are canceled.

8/14/23 – Removed procedural bullets from policy. Edited for consistent referring to employees and overall clarity.