

RICHLAND COMMUNITY COLLEGE

Campus Closing before the beginning of a School Day

Checklist - Page 1

___ Maintenance alerts VP of Finance and Administration (FA) or Alternate of hazard.

___ VP of Finance and Administration in consultation with the other VPs makes recommendation to the President.

Date: ___ / ___ / ___ Time ___:___ a.m./p.m.

Reason: _____

___ VP of Finance and Administration alerts Executive Director of Public Information / Chief of Staff (PI/CS), and the Director of Human Resources.

___ Each VP notifies his/her staff, if necessary.

___ VP of SAS will notify Decatur Transit.

___ Executive Director of PI/CS notifies Media

___ Changes College greeting on phone system

___ Director of Operations and Technical Services (OTS) arranges for "closed" message on outside electronic signs and has information posted on web page.

___ Dean of Teaching and Learning Support Services contacts Child Care Center and Early Childhood Education Center Staff as required.

___ Dean of Workforce Development contacts the Clinton Center, Richland Fairview Park Plaza Center and Heartland Technical Academy staff as required, plus any outlying locations which may be holding classes.

___ Dean of Continuing and Professional Education contacts Fitness Center personnel as required. Coordinates any scheduled events / classes at the Shilling Center and relays to the VP of FA plus the Director of OTS any requirements to continue these functions.

___ Security posts notices on doors about campus closing.

___ Visitors expected on campus for meetings and other scheduled activities will be notified by the appropriate staff member(s).

___ VP of EDWIS notifies Dir. of Outdoor Exp. Cent. & Spec. Events

Signature: _____ Date: ___ / ___ / ___

Submit copy of completed form to VP of Finance and Administration.