

RICHLAND COMMUNITY COLLEGE

Campus Closing During a Normal School Day

Checklist - Page 1

___ **Maintenance** alerts **VP of Finance and Administration (FA)** (or alternate as listed on the first page of instructions) of hazard and starts the use of this check list by passing it to the **VP of FA** or **Alternate**.

___ **VP of FA** in consultation with the **VP of Student and Academic Services (SAS)** and **VP of Economic Development and Innovative Workforce Solutions (EDIWS)** makes recommendation to the **President** and a closing time is established.
Date: ___ / ___ / ___ **Closing Time:** ___:___ a.m./p.m.
Reason: _____

___ **VP of FA** alerts the **Executive Director of Public Information / Chief of Staff (PI/CS)**, and the **Director of Human Resources (HR)** plus considers events at Progress City.

___ Each **VP** notifies his/her staff.

___ **Executive Director of PI/CS**

___ Puts message on voice mail and Email.

___ Notifies Bookstore.

___ Notifies Food Service.

___ Media

___ Makes signs for posting at entrances/exits and forwards to Security for posting.

___ Arranges with Marketing office to have message placed on Internal (TV) Display System(s) Prepares information for outside message board(s).

___ Changes College greeting on phone system.

___ **VP of EDIWS** notifies Project Read, DATA classes, dual credit classes on campus, Ag/Horticulture classes and CSI classes.

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

___ **Security** posts notices on doors about campus closing.

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Checklist - Page 2

_____ **VP of EDWIS** contacts the Clinton Center, Heartland Technical Academy, Dir. of Outdoor Exp. Cent. & Spec. Events, Fairview Center and other outlying class locations.

_____ **Dean of Workforce Development** notifies Distance Learning sites and Instructors & Switchboard Operator.

_____ **Dean of Workforce Development** will contact the **Executive Director of PI/CS** in the event outlying school districts are suspending RCC classes or if Clinton Schools/Decatur Schools require RCC's Center(s) to close.

_____ The **Executive Director of PI/CS** will communicate the closing of the Fairview Center, Clinton Center and Hope Academy to the College.

_____ **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.

_____ Appropriate **Supervisors** contact employees scheduled to work later in the day and/or evenings as required.

_____ **Vice Presidents** and **Director of OTS** determine if skeletal crew is necessary and identifies crew and hours.

_____ **VP of SAS** will notify Decatur Transit.

_____ **VP's** and **Director of OTS** determine if building needs to be vacated and coordinate effort.

_____ When the building needs to be fully vacated due to a safety or hazardous issue, the **administrative staff** will assist the **Director of OTS** in making certain that the building is fully vacated.

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

_____ **VP of Finance** notifies other tenants of buildings on RCC property of closing.

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

Signature: _____ **Date:** ___ / ___ / ___
Submit copy of completed form to **VP of Finance and Administration**.