

**RICHLAND COMMUNITY COLLEGE**

**Campus Closing before the beginning of a School Day**

**Checklist - Page 1**

\_\_\_\_ **Maintenance** alerts **VP of Finance and Administration** or **Alternate** of hazard.

\_\_\_\_ **VP of Finance and Administration** in consultation with the **VP of Student and Academic Services** 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**, and the **Director of Human Resources**.

\_\_\_\_ Each **VP** notifies his/her staff, if necessary.

\_\_\_\_ **Executive Dir. of Public Info./ Chief of Staff** notifies Media

\_\_\_\_ Changes College greeting on phone system

\_\_\_\_ **Director of Operations and Technical Services** arranges for "closed" message at outside locations and notifies Web Specialist to post information on web page.

\_\_\_\_ **Dean of Communications, Humanities, Education and Fine Arts** contacts Child Care Center.

\_\_\_\_ **Dean of Enrollment Services** contacts the Clinton Center, Hope Academy and outlying locations which may be holding classes.

\_\_\_\_ **Dean of Continuing and Professional Education** contacts Fitness Center personnel and coordinates any scheduled events/classes at the Shilling Center and relays to the **VP of Finance and Administration** plus the **Director of Operations and Technical Services** any requirements to continue these functions.

\_\_\_\_ **VP of SAS** will notify Decatur Transit.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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