



Title: Closing of Campus Operations – Incident or Weather-related Situations (SOP-1)
Effective: May 1, 2010
Last Reviewed: May 16, 2012
Changes Effective: May 21, 2012
Next Review: As needed
Responsibility: Administrative Services Division - Security Department

Standard Operating Practice:

In the event of an incident or weather-related situation, the College president or his designee may close operations of the College at all designated locations for the safety of students and staff.

Official Notifications will be sent or posted to the following sites using standardized message formats. These sites will be updated in March each year and published in the credit and non-credit course schedules, College catalog and Student Handbook along with MyCecil for students and employees:

Cecil – e2campus alert system

E2Campus Alert message will also be sent to

- MyCecil
- Cecil Outlook
- Facebook

www.cecil.edu

An expanded message may be posted here with more details if appropriate.

College Voice Mail Messages

- 410-287-1000 Call Center
- 410-287-6060 North East Campus
- 410-392-3366 Elkton Station
- 410-287-1100 Family Education Center

Public Media (limited to electronic access sites)

WBAL TV 11 (Baltimore)

WMAR TV 2 (Baltimore)

WBFF FOX 45

WJBR 99.5 (Wilmington)

WDSB 94.7 (includes 92.9 FM; 1450 AM Wilmington; 1410 AM Dover)

WGAL TV 8 (Lancaster)

Closing Designations:

Closed - Cancellation of all operations including classes, activities, events and offices

Late Opening – all operations closed until specified time. Refer to Academic Programs – Faculty Information for information regarding classes that cross over “late opening” time.

Early Closing – all operations closed at specified time. Security and Switchboard operations will usually continue one hour after designated closing time.

Modified Closing – May include cancellation of classes or specific activities and/or events based on nature of incident or weather conditions. Procedures do not apply to individual activity, event or class cancellation.

Security will unlock buildings 30 minutes prior to official opening time and secure buildings 30 minutes after closing time. Access to buildings during Closings is limited to essential activities as approved by the Vice President of Admin Services, Administrator-on-Call or designee.

Chain of Communications:

Incident report from Bill Woolston or Security staff

Weather related event report from James Pettus or Facilities staff

Notification to Vice President of Administrative Services (VPAS) – Christine Valuckas

Decision – Vice President confers with President. If the President is unavailable VPAS may confer with Administrator on Call or other VP.

Communication of Decision to Primary contacts – VPAS - Christine Valuckas
Including Public Information Officer (PIO) Charlene Conolly

Primary Contacts/Name

Duties

Director of Security - Bill Woolston

Advise VPAS of incident

Director of Facilities – James Pettus

Advise VPAS of situation
Direct Facilities Personnel
Contact Division personnel

VP of Student Services & IE – Diane Lane

Student Related Incidents

Director of Marketing - Charlene Conolly
Public Information Officer

Contact Division Personnel
Post Message to e2Campus
Modify voice messages
Contact Public Media

	Contact Division personnel
Vice President/CIO – Steve diFilipo	Contact Division personnel Assess technology/communications impact
Vice President/Academics – Mary Bolt	Contact Division personnel Notify Faculty Assess student/academic impact

Primary Contact

Back-up Personnel

Vice President of Administrative Services Christine Valuckas	Director of HR – Jim Wilburn Administrator on call
Vice President/Academics – Mary Bolt	Dean – Academic Programs – David Linthicum Dean – CCE – Debbie Klenk
Vice President/CIO – Steve diFilipo	Director, Database Admin. – Lee Norris Director, Technical Serv. – Russell Weaver
VP of Student Services & IE – Diane Lane	Civility Officer – Cathy Skelley VP – Academic Programs – Mary Way Bolt
Director of Marketing - Charlene Conolly Public Information Officer	Director of Communications – Karen Powers Public Relations – Adam Kamras
Director of Security - Bill Woolston	Security Officer – John Capozzoli
Director of Facilities – James Pettus	Response Manager – Cathy Thomas Maintenance Supervisor – Bret Nichols