

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> SCHOOL CLOSING OR DELAYED OPENING	<b>Page:</b> 14.01.01
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General

Extreme weather conditions or failure of water, electrical or HVAC systems may make it necessary to close the college, delay opening, or suspend certain operations.

The decision to close, delay opening or suspend operation will be made by the President. In his absence, the Executive Vice President for Business and Finance will make the decision.

Authority

President

Responsibility

Executive Vice President for Business and Finance  
Director of Plant and Maintenance  
Director of Public Safety  
Vice President of Marketing and Enrollment Management  
Support Services Coordinator

Procedure

A. During non-business hours:

1. The Director of Public Safety will confer with the Director of Plant and Maintenance when weather, electrical, HVAC, water or other conditions are sufficient to warrant consideration of closing or delayed opening.
2. The Director of Public Safety and the Director of Plant and Maintenance will confer with the Executive Vice President for Business and Finance and make a recommendation concerning the advisability of closing or delaying the opening of the college.
3. The Executive Vice President for Business and Finance will confer with the President who will make a decision.
4. The President will notify the Senior Vice President of Academic Affairs, Workforce Development & Student Success, the Vice President of Marketing and Enrollment Management, and the Executive Director of the Foundation.
5. The Director of Public Safety will ensure that an appropriate message is programmed into the college's telephone system for public information.

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6. The Vice President of Marketing and Enrollment Management will ensure that an appropriate message is programmed onto the College's website and Titan Alert is issued. The Support Services Coordinator or designee will ensure that the appropriate telephone message is programmed into the College's telephone information system. The Vice President of Marketing and Enrollment Management will ensure the appropriate message is displayed on the College's website, and Titan Alert is issued.
7. Steps one through four will be repeated if continuing adverse conditions warrant and steps 5 and 6 will be repeated as updated information becomes available.

**B. During business hours:**

1. Follow steps A1 through A4
2. The Executive Vice President for Business and Finance will advise the Director of Public Safety and the Director of Plant and Maintenance of any needs or requirements pursuant to the President's decision.
3. The Support Services Coordinator or designee will ensure that the appropriate telephone message is programmed into the College's telephone information system. The Vice President of Marketing and Enrollment Management will ensure the appropriate message is displayed on the College's website, and Titan Alert is issued.
4. Follow steps A1 through A7 if conditions persist beyond closing.

**C. Failure of a Utility System**

1. The Director of Plant and Maintenance will notify the Executive Vice President for Business and Finance after placing emergency procedures into motion, and will provide his best estimate of the time required to place the system back into operation.
2. The Director of Public Safety and the Director of Plant and Maintenance will maintain a phone log of campus and off-campus numbers crucial to resolving adverse weather, water, electrical and HVAC conditions. Emergency telephone listings for contractors/vendors are available to Public Safety and the Supervisors in Plant and Maintenance.
3. The Director of Public Safety and the Director of Plant and Maintenance will evaluate the effects of a failure and recommend to the Executive Vice President of Business and Finance whether a delay opening or closing would be appropriate.
4. The Executive Vice President for Business and Finance will confer with the President, who will make the decision.
5. Follow steps B2 through B4 if the college is open and A4 through A7 if the college is closed.