



WNCC Administrative Procedure

Title:	Campus Closure
Division:	General Institutional
Category:	Safety and Security
Reference:	BP-716 College Closure
Number:	AP-716.01
Date of Approval:	August 25, 2025
Approval:	Greg Dart, President

Procedure

This administrative procedure outlines how WNCC effects closures due to weather, safety, or facilities emergencies while accommodating previously scheduled academic activities of faculty and students and considering the health and safety of students, campus residents, and staff, as well as the need for business continuity. The provisions of this procedure apply to the entire College community, including students, employees, affiliates, tenants, other occupants, and visitors to the main campus or designated College locations.

Responsibility for Implementation

The President may designate a Campus Closure-Advisory Team responsible for recommending when to close and/or reopen the main campus or other location due to emergency, inclement weather, or other conditions in accordance with the provisions of this procedure.

The Campus Closure Advisory Team will contact and utilize input from other WNCC department leaders when necessary to make official decisions regarding closures.

Guiding Principles

Consideration of the following will guide the Campus Closure Advisory Team in its decisions:

- The safety of all students, faculty, staff, affiliates, and visitors.
- The ability to maintain necessary campus operations and ensure safety to all.
- Major impacts on essential campus operations (e.g., exam schedules).

Status Definitions

Closed – When closed, WNCC cannot safely prepare for full operation, and the incident or weather impact is forecast to continue or worsen throughout the period noted in the communicated message/s. During a **closure**, regular operations, except those designated as essential functions, and activities are cancelled or will cease for the period noted in communicated message/s. When a college closed message is issued, all in-person instruction on campus is canceled for the day. Virtual or asynchronous online classes may continue at the discretion of the instructor.

Delayed Opening – It is determined that WNCC cannot safely prepare for normal operating time but is expected to be safe at the identified time of opening. At that time, the incident or weather impact is expected to have ended or is forecast to end before the opening time. With a **delayed opening**, operations and activities occurring before the selected opening time are cancelled or will cease, and operations and activities beginning after the opening time will continue as scheduled. Arrival on campus prior to the start time should be avoided to not impede campus preparation. Essential functions will be maintained when the safety of personnel allows. Virtual or asynchronous online classes impacted by the delayed opening may continue at the discretion of the instructor.

Early Release – WNCC determines travel may be affected during later times of the normal workday due to an incident or weather impact creating hazardous conditions or other issues are expected to occur due to the incident or weather impact. With an **early release**, operations and activities occurring after the identified closing time are cancelled or will cease; operations and activities occurring before the closing time will continue as scheduled. Virtual or asynchronous online classes impacted by the delayed opening may continue at the discretion of the instructor.

Essential Functions – Identified as residence life, food services, facilities operations, custodial services, security services, payroll, or required institutional governance meetings or tasks.

Notifications

Once an official decision has been made, the information will be communicated to the Public Relations & Marketing Director or designee, and disseminated via the following:

- WNCC Alert (Rave)
- WNCC.edu website
- WNCC social media outlets
- Local media sources

It should be assumed that the College is open and operating normally if there is no notification of a delay or closure.

In the case of a weather-related event, at the time of notification, snow and ice removal plans will be activated (if not already) for all locations impacted to ensure the timely removal of snow and ice hazards. Residence life and food service areas take priority in snow and ice removal plans, followed by all other facilities.

Members of the Executive Planning Team will communicate with leaders within their span of management to implement necessary contingency plans and cancel and reschedule activities, as necessary.

Timing of Notifications

In the event any or all WNCC locations close early or for an entire day, every attempt will be made to inform students, employees, affiliates, tenants, other occupants, and visitors in a timely manner to avoid hazardous travel and allow for alternative arrangements to be made for classes, events, or programs.

Decisions will, at a minimum, be made as follows:

For operations occurring during regular business hours (8 a.m. to 5 p.m.): Preliminary discussion by 4:30 a.m., with a final decision and notification made by 5:30 a.m.

For operations occurring after regular business hours (after 5 p.m.): Preliminary discussions by 2 p.m., with a final decision and notifications made by 3 p.m.

Time Reporting and Other Considerations

- Hourly, non-exempt staff will report “college closed” time as per the directions established in the *Compensatory Time Guideline* available through Human Resources.
- Individuals identified within the scope of this procedure are responsible for their personal safety and should use their own discretion to determine when it is safe to arrive on campus. It is expected that impacted employees are discussing acceptable alternative arrangements with their supervisors, and impacted students are working directly with their faculty.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: March 17, 2023

Revision Date: November 21, 2021

June 22, 2022 (position title change)

August 10, 2023 (position title change)

August 25, 2025

Sponsoring Division: Administrative Services

