2100 - College Closing – Inclement Weather

The Vice President of Instruction or his/her designee upon consulting with the Vice President of Administration is responsible for the decision to close the college at all locations for inclement weather. College employees and students are expected to be at their assigned workplace or classroom, unless the College is closed or their classes/activities cancelled.

Employees and students who face hazardous conditions and/or unusual circumstance as a result of inclement weather are expected to contact the appropriate supervisor or faculty member to make arrangements to be absent or arrive late.

In addition, the College president or designee has the authority to temporarily cease the operation of the College, or any campus and/or instructional location for any reason he/she deems prudent.

Barton Campus

The College will inform the following media of college/class cancellations:

- KSNW-TV (channel 3)
- KWCH-TV (channel 12)
- KAKE-TV (channel 10)
- Eagle Radio – KVGB 1590 AM / KHOK 100.7 FM / KBGL 106.9 FM / B 104.3 FM (GB)
- Rocking M – KZRS/Star 107.9 FM (GB)
- KRSL 990 AM / 95.9 FM (Russell)
- Eagle Radio – KAYS 1400 AM / 103.3 FM (Hays)
- KHCT 90.9 FM – Radio Kansas (Hutchinson)
- KHUT Country102.9 FM / KHMY 93.1 FM (Hutchinson)

In addition, the College will post a message on its telephone system which can be accessed at 620-792-2701. Messages will also be posted to the College's website. Text message alerts will be sent to those subscribed to this service.

Workforce Training & Community Education (WTCE) events may be cancelled by the Executive Director, Director or Coordinator responsible for specific programs in consultation with the instructor if conditions at the site warrant. The Workforce Training & Community Education team and instructor will contact affected students. Notification of such cancellations will be forwarded to the Dean of Workforce Training & Community Education who in turn will notify the Director of Public Relations (or designee) so that cancellations may be made in conjunction with other college closing announcements, as applicable. If the Director of Public Relations (or designee) is unavailable, the Dean will contact the media directly with the cancellation information.

College Advantage classes will be cancelled if their sponsoring high school is closed. Students in this program are to notify their college instructor concerning missed coursework.

WTCE events offered in conjunction with other higher education learning institutions, clinical sites or business & industry will utilize closing procedures specific to the off-campus program site.

Fine/Performing Arts Events

Any such event under the supervision of the Dean of Academics that occurs on a week day (Monday –Friday) should come under the same consideration for any such closing of school/classes.

Recommendation of closing such events occurring on weekend dates shall be the responsibility of the Dean of Academics. The Dean will be responsible for contacting the Vice President of Instruction and the office of public relations.

Any such event held in the Fine Arts Bldg and/or auditorium from an outside, non-Barton organization (weekday and weekend), decision to close should be the responsibility of the Vice President of Administration

Learning Resource Center

The Director of Learning Resources may close the LRC in the event of inclement weather on the weekend or in the evenings when the college is not otherwise open for classes. The Director will be responsible for contacting the Vice President of Instruction and the office of public relations.

Athletic Department

Athletic Department events may be cancelled by the Director of Athletics in consultation with visiting colleges. Notification of such cancellations will be forwarded to the Coordinator of Sports Information and Event Operations who in turn will notify the media and post the cancellation on the Barton Athletics webpage.

Shafer Art Gallery

The Gallery will follow the College's closing policy during regular business hours. For special events or public openings held after regular college hours then the closing procedure will follow these guidelines.

The Director of the Shafer Gallery and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:
Director of the Shafer Gallery will notify:

1. Vice President of Instruction and/or the Coordinator of Facility Management;
2. Director of Public Relations (or designee) so that the cancellation may be made in conjunction with other college closing announcements, as applicable; and
3. If the Director of Public Relations (or designee) is unavailable, the Director of the Shafer Gallery or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly with the cancellation information.

Silver Cougar Club Events

The Coordinator of Fund Raising and Special Events and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:

Coordinator of Fund Raising and Special Events shall notify:

1. Director of Public Relations (or designee) so that the cancellation may be made public through all communication media; and
2. If the Director of Public Relations (or designee) is unavailable, the Coordinator of Fund Raising and Special Events or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly.

Due to the nature of Silver Cougar Club Events (the Foundation has a list of specific attendees), the Coordinator of Fund Raising and Special Events, along with the Foundation staff will personally contact each attendee to notify them of the cancellation and rescheduling of the event when appropriate. In those cases where an event cannot be rescheduled and members have been charged an event fee – those funds will be refunded or credited to the next event, depending on the wishes of each individual attendee.

Fort Riley & Fort Leavenworth Campuses

Classes will only be cancelled if the Command at Fort Riley or Fort Leavenworth declares the Fort to be closed and non-essential personnel are excused from reporting for duty. Upon notification, the Dean of Fort Riley Learning Services and Military Operations, and the Dean of Technical Education will take the following action:

College Programs, LSEC and BSEP (Dean of Learning Services and Military Operations)

1. Initiate the Barton-Fort Riley/Fort Leavenworth Inclement Weather "Calling Tree";
2. Inform the College President and/or Vice President of Instruction that classes are cancelled;
3. Coordinate the cancellation of evening cases with the Director, Army Education Center;
4. Disseminate information regarding the cancellation of classes via appropriate media; and
5. Test message alerts will be sent to those subscribed to this service.

The Administrative Assistant, Barton-Fort Riley, will develop and maintain an accurate "calling tree" and ensure that all personnel know how to use it. Fort Riley/Fort Leavenworth personnel will execute their portion of the "calling tree" and will ensure that their personnel information is accurate.

Military Programs and Grand View Plaza (Dean of Technical Education)

1. Verify with G-3 that the military classes will be cancelled;
2. Initiate the Military Programs/Grand View Plaza "Calling Tree"; and
3. Coordinate with Fort Riley Dean of Learning Services and Military Operations regarding the cancellation of classes via appropriate media.

The Director of Military Programs, Barton-Fort Riley, and the Administrate Assistant Grand View Plaza will develop and maintain an accurate "calling tree" and ensure that all personnel know how to use it. Military Programs personnel will execute their portion of the "calling tree" and will ensure that their personnel information is accurate.

Contact(s)

Vice President of Instruction

Related Form(s)

Relevant Policy or Procedure(s): Policy 1105 – College Closing

Approved by: President

Date: 10/26/01

Revision(s): 10/9/06; 1/29/07; 9/14/07; 12/4/08; 3/9/10; 10/3/13; 5/25/17 (minor revision)