

## FACILITY CLOSURE

If business at a site or facility must be interrupted, delayed, or cancelled as a result of an emergency or other unusual condition the Chief Administrator shall provide timely communication of the situation to affected faculty, staff, and students. Such notifications may be made by the following means or methods, as appropriate:

- Telephone (cellular and/or other).
- E-Mail or Text Message.
- Facsimile.
- News Media.
- Personal Notification.
- Posted Signs and/or Bulletins.

### ***Closure Prior to the Start of Business:***

Transportation safety issues and incidents affecting campus safety are the typical reasons for a delay in the start of business or the cancellation of routine activities at a site or facility. The Vice Chancellor Facilities and Operations shall be responsible for the collection of critical weather and traffic information and will make recommendations to the Chancellor and College Presidents in regard to the closure of District sites and/or facilities due to unusual conditions.

The Vice Chancellor Facilities and Operations or his/her staff may contact the following offices to obtain information upon which to base a recommendation for district operations:

<u>Issue</u>	<u>Telephone</u>	<u>Website</u>
Site Info	(925) 229-1000	<a href="http://www.4cd.net/police_services/alertbulletins.asp">www.4cd.net/police_services/alertbulletins.asp</a>
Electricity	(800) 743-5002	<a href="http://www.pge.com">www.pge.com</a>
Health	(888) 959-9911	<a href="http://www.cchealth.org">www.cchealth.org</a>
Traffic	(800) 427-7623	<a href="http://www.dot.ca.gov">www.dot.ca.gov</a>
Weather	(831) 656-1717	<a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a>

- Facility administrators should consider and plan for possible facility closures.
- Identify and inform essential personnel.
- Inform affected populations of contingency plans and pre-position appropriate personnel to assist. Contingency plans should address:

- Notification
- Public education

- Personal Protective Equipment (PPE)
  - Evacuation
  - Traffic control
  - Security and access control
  - Special attention areas (Child Care Centers)
  - Alternative methods for the conduct of business (telecommuting or distance learning, for example)
  - Coordination with public safety, facilities maintenance, and other authorities.
  - Post-incident communication and potential recall of essential personnel.
  - Re-opening of facility.
- Consider supply issues when planning for contingencies. If an event continues for an extended time, it may be necessary to acquire stocks of water, sanitation supplies, latex gloves, safety glasses and/or dust masks.

***Closure After the Start of Business:***

When an incident or situation develops after the start of business:

- Facility administrators should consider and plan for possible facility closures.
- Identify and inform essential personnel.
- Inform affected populations of contingency plans and pre-position appropriate personnel to assist. Contingency plans should address:
  - Notification
  - Public information
  - Personal Protective Equipment (PPE)
  - Evacuation
  - Traffic control
  - Security and access control
  - Medical needs
  - Special attention areas (Child Care Centers)
  - Alternative methods for the conduct of business (telecommuting or distance learning, for example)
  - Coordination with public safety, facilities maintenance, and health authorities.
  - Post-incident communication and potential recall of essential personnel.
  - Re-opening of facility.
- If the decision is made to close the facility and cancel activities, assist in an orderly closure of the workplace, securing office areas and buildings as you leave.