

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Inclement Weather and Emergency Closing****EFFECTIVE DATE: July 1, 2000; Revised March 14, 2013; Revised April 14, 2022****Revised January 11, 2024 (updating job titles)****Purpose**

The purpose of this policy is to establish the procedure of Southwest Tennessee Community College (“Southwest” or “the College”) when inclement weather or emergencies occur that require closures or remote activities.

**Policy**

In the case of inclement weather or emergency, the President will decide whether to cancel classes, close the College, provide classes virtually or, work remotely. This decision will be made by approximately 5:00 a.m. or as soon as possible if the decision must be made after the College opens. Immediately thereafter, the President will notify the Chief of Administrative Services of the decision. The Chief of Administrative Services will notify the other College leaders, including the head of the Communications department.

The Communications department will post notice of closures and remote activities on the College’s website, send email notifications to students and employees, and notify radio and television media immediately after receiving notification from the Chief of Administrative Services. Southwest has in place a text messaging system that will also be used by the Communications department to notify students and employees.

If the President is absent or unable to perform this duty, the determination will be the responsibility of the Vice President of Academic Affairs. If the Vice President of Academic Affairs is unable to perform this duty, the determination will be the responsibility of the Vice President of Student Affairs. The Chief of Administrative Services will be consulted regarding the decision as this leader oversees all College facilities and Police Services.

**Responsible****Source of Policy: Office of the President****Administrator: President****Related Policy: \_\_\_\_\_****TBR Policy/Guideline Reference: \_\_\_\_\_****Approved: ****Date: January 11, 2024****President**