



## COLLEGE POLICY

<b>Policy Name:</b> Campus Closure	<b>Policy Number:</b> CP 2.14
<b>Board Policy Reference:</b> n/a	<b>Approved by:</b> Executive Team College Advisory Council
<b>Applicable WAC/RCW:</b> n/a	

### Campus Closures and Emergency Notifications Policy

Cascadia College may close campus offices and cancel classes in-person classes when severe weather or emergency conditions pose safety risks. In the event of a closure or emergency, the college will communicate updates promptly using multiple tools: email and text alerts (sign-up required), social media platforms, and the college's website home page. Students, employees, and visitors are encouraged to stay informed and prepared by monitoring these official channels for timely notifications.

The following definitions are used for such events:

Suspended Operations	Regular on-site campus operations are cancelled for the day or the remainder thereof. Events on campus are cancelled. Please check the emergency communications for details. Instruction and campus services may be offered online. Essential personnel (employees designated as providing essential service by their supervisor) will be notified if required to report to work.
Delayed Opening/Start	On-site activities occurring before the determined opening time, such as in-person instruction, are cancelled, but activities beginning after the opening time may continue as scheduled. Please check the emergency communications for details. Essential personnel (employees designated as providing essential service by their supervisor) will be notified if required to report to work.

Unrepresented/non-union employees must make every attempt to either connect remotely to complete work during suspended operations or engage in a supervisor-approved course of professional development during such closures. Should neither of these be available, an unrepresented employee must use accrued leave time or leave without pay.

For WPEA employees, please refer to your applicable CBA.

Faculty must make every attempt to 1) continue instruction during suspended operations according to their pivot plans, 2) demonstrate work on other related assignments, or 3) engage in a supervisor-approved course of professional development during such closures. Should none of these be available, faculty must use accrued leave time or leave without pay.