

SUBJECT: COLLEGE CLOSING IN EVENT OF AN EMERGENCY	REFERENCE:
OUR LADY OF HOLY CROSS COLLEGE	PAGE: 1 OF: 1
	EFFECTIVE: 05.20.10
APPROVED BY	REVISED:

POLICY

In the event of inclement weather and/ or a local or national emergency the President of OLHCC in consultation with the Vice President and Dean of Academic Affairs will make the decision to close the College.

This decision will be communicated by the Directors for Communications and/or Information Technology through OLHCC email, the web-site, college switchboard, WWL Radio (870 AM) and all four local T.V. Stations (Channels 4,6,8 and 26). **Although the OLHCC web site will be available during the event of a power loss on campus, OLHCC e-mail accounts WILL NOT be available in the event of a power loss on campus.**

Updates on the closure and re-opening of the college will be distributed via Twitter. To receive updates via text message (SMS) text follow olhcc closure to 40404 or updates can be viewed at www.twitter.com/olhcc_closure. There are no fees associated with receiving text message updates outside of your wireless provider's text messaging charges.

ALL PERSONNEL who are on campus at the time of notification regarding the closing of the College, should be attentive to the following activities which assist in campus preparations.

- a) Relocate personal, privacy-sensitive, perishable and critical items from offices/work areas to a predetermined alternate location.
- b) Make sure all data files reside on your Z drive. (This includes Desktop files).
- c) Remove all food from offices and refrigerators (**place in Dumpsters**).
- d) Do not unplug refrigerators. Biology and Research Labs are programmed to the Emergency Generators—refrigerators, freezers, aquariums (in these areas) are protected during emergency closures.
- e) Relocate items placed near windows.
- f) Take home standard and car cell phone chargers.
- g) Disconnect electric hook ups for computers, office machines, electrical appliances & lights.
- h) Cover computers (materials will be distributed to each office).
Insure that College laptop computers are secure and in a covered area.
- i) Close and lock windows and doors.
- j) Leave campus except for designated personnel.

If faculty and staff are away from campus at the time of notification regarding the closing the College, the above mentioned actions will be performed by facilities management and security.

Approved by Cabinet May 20, 2010.