NWACC Policy 6.02.1
Original Adoption: December 2007
Revised: November 2011
Responsible Cabinet Member: Senior Vice President for Administrative Services/Chief Financial Officer
Responsible Department/Office: Emergency & Risk Management Office

NWACC ALERT SYSTEM FOR CLASS CANCELATION/CAMPUS CLOSINGS AND NON WEATHER RELATED EMERGENCY EVENTS

POLICY STATEMENT

1. WEATHER RELATED ALERTS
   - 1.1 NWACC utilizes the Weather Decision Support Program (WDSP) in order to pre-establish criteria used in determining recommendations for weather related class cancelations and/or campus closings.
   - 1.2 Recommendations for weather related cancelations and closings are triggered by the WDSP and sent to the Senior Vice President for Learning, Director of Public Relations, Associate Vice President of Operations, and the Emergency & Risk Manager. The Senior Vice President for Learning is appointed as designee for decisions regarding action.

2. NON WEATHER RELATED ALERTS
   - 2.1 Non-weather related NWACC Alert messages are sent to the Senior Vice President for Learning, Director of Public Relations, Associate Vice President of Operations, and the Emergency & Risk Manager.
   - 2.2 The Senior Vice President for Learning is appointed as designee for decisions regarding action. Any member of the group has the ability to trigger the initial NWACC Alert message.

3. DECISION TO CANCEL CLASSES AND/OR CLOSE THE COLLEGE & NOTIFICATION TO STUDENTS, FACULTY & STAFF
   - 3.1 Decisions to close the College and/or cancel classes will be made no later than 5:00 A.M. for morning classes and no than 2:00 P.M. for evening classes.
   - 3.2 The Office of Public Relations is responsible to push forward NWACC Alert Messages to students, faculty, and staff via the NWACC Alert system and the media.

3.3 The order of succession/ delegation of authority to the Senior Vice President for Learning/Learner Support- Provost is as follows:

1) Senior Vice President for Administrative Services/CFO
2) Vice President for College Relations/Foundation
3) Vice President for Learner Support Services
4) Vice President for Learning
5) Vice President for Learning: Global Business/Health Professions/External Affairs

EXCEPTIONS

In the absence of or prior to the adoption of WDSP, NWACC Alert will be triggered by the Department of Public Safety or the Emergency & Risk Management Coordinator.

PROCEDURES

All NWACC Alerts messages include a conference call number and time. During that conference call the Senior Vice President for Learning notifies the Office of Public Relations to push the alert and contact the media.

RELATED DOCUMENTS AND FORMS