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I. PURPOSE

The purpose of this Policy is to ensure that the College appropriately responds to Adverse Weather, Urgent, and Emergency Events. This is achieved through the clear categorization of various situations that may arise into these three categories of events, the clear categorization of employees as it relates to College operations and these three categories of events, and clear expectations regarding the response to these three categories of events.

II. EVENT TYPES

A. Emergency Events

Emergency events are events that occur with little to no warning, are typically unusual and unexpected, and present an imminent and significant threat to the College community or operations. Emergency events have one or more of the following adverse impacts on the College community or operations:

1. Imminently jeopardizing the College's ability to continue providing services to students or the general public,
2. Posing a significant and imminent risk to the life, health, or safety of one or more members of the College community,
3. Posing a significant and imminent threat to College property, or
4. Have already resulted in one or more of the above impacts and is an on-going situation.

Examples of such events include, but are not limited to, criminal acts or terrorism, fire, chemical spills, adverse or toxic odors, biological and public health threats, sustained loss of critical

infrastructure (e.g., power, water, heat, and life safety systems), life-threatening health emergency or injury of a member of the College community, credible and imminent threats against others or to oneself, major public transit disruptions, tornadoes, flooding, earthquakes, and special directives or restrictions from public safety authorities.

B. Urgent Events

Urgent Events are events that are typically unusual, though they may occur with advance warning. While they may pose some kind of a threat to the College community or operations, the threat is typically not life-threatening, capable of imparting significant harm to health or mission-critical operations, or imminent.

Examples of such events include, but are not limited to, vague or ambiguous threats against others or to oneself, discovery of equipment or property in a state of damage or degraded repair, discovery of potentially unsafe environmental conditions, and foreseeable weather or other natural events, such as hurricanes and snowstorms, which are handled separately below.

C. Adverse Weather Events

Adverse Weather Events, also referred to as inclement weather events, are a kind of Urgent Event where the underlying cause is associated with weather or other natural phenomena and typically have wide-ranging effects on one or more campus locations. While most Urgent Events will be limited in scope, both geographically and regarding impacted individuals, Adverse Weather Events have the potential to significantly disrupt College operations and shall be addressed in a manner consistent with their unique wide-ranging impacts. Weather and other natural phenomena that pose a threat consistent with an Emergency Event shall be treated as Emergency Events rather than as separate Adverse Weather Events until the situation stabilizes to the point of no longer amounting to an Emergency Event.

III. MANDATORY & NON-MANDATORY EMPLOYEES

- **Mandatory Employees** - Employees whose presence has been determined to be mandatory to College operations during an Emergency Event, Urgent Event, or Adverse Weather Event.

- **Mandatory Operations** - Services that have been determined mandatory to continue during an Emergency Event, Urgent Event, or Adverse Weather Event. Typical examples include, but are not limited to, law enforcement and public safety, operating high-risk or sensitive research facilities, critical student support services, facility operations, and campus utilities. These services could also include administrative operations that support critical College activities or infrastructure.

- **Non-mandatory Employees** - Employees who have not otherwise been designated as mandatory during an Emergency Event, Urgent Event, or Adverse Weather Event.

IV. AUTHORITY OF THE PRESIDENT TO ADJUST OPERATING SCHEDULE

During and in the aftermath to Emergency Events, Urgent Events, or Adverse Weather Events, the President or designee has the discretion to alter the College's operating schedule as needed. The President or designee may adjust the entire College operating schedule, adjust the operating schedule of individual units, divisions, or geographic areas, or authorize Executive Leaders or Supervisors to approve flexible work arrangements to support students and employees, address operational issues, and ensure operational needs are appropriately met.

V. PROCEDURES

The President shall ensure that procedures are adopted that address the appropriate reporting and response mechanisms for each kind of event type described in Section II of this Policy.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Duplicate: ● Policy 3.2.11 - Emergency, Urgent, and Adverse Weather Events Referenced by: ● Policy 4.2.4 - Instructional Quality

POLICY HISTORY

January 1, 2025	Adopted.
November 24, 2025	Created duplicate policy for Administration Section to correct organizational oversight; revised policy to reflect duplicate status.
February 10, 2026	Complete revision of policy to create three categories of events, Emergency, Urgent, and Adverse Weather. Reworked organizational structure. Renumbered policy for organizational efficiency.
February 17, 2026	Renumbered to Policy 2.1.4 from Policy 2.1.4 / 3.2.11 due to streamlining of duplicate policies.