

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Emergency Operations and Campus/Location Closures****EFFECTIVE DATE: July 1, 2000; Revised March 14, 2013; Revised April 14, 2022;****Revised January 11, 2024 (updating job titles); Revised September 1, 2026****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, utility failures, public health emergencies, natural disasters, major incidents, major infrastructure failures, and similar incidents 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, official social media channels, mobile apps, email, as well as radio and television if practical immediately after receiving notification from the Chief of Administrative Services.

If the President is absent or unable to perform this duty, the determination will be the responsibility of the Executive Vice President of Academic Success and Student Outcomes (ASSO). If the ASSO is unable to perform this duty, the determination will be the responsibility of the Vice President of Strategic Enrollment Management. The Chief of Administrative Services will be consulted regarding the decision as this leader oversees all College facilities and Police Services.

Decisions regarding when reopening rest with the same leaders.

Responsible**Source of Policy: Office of the President****Administrator: President****Related Policy: _____****TBR Policy/Guideline Reference: _____****Approved: _____****President****Date: September 1, 2026**