



## 804 ADMINISTRATIVE PROCEDURE

ERIE COUNTY  
TECHNICAL SCHOOL

Adopted: April 2008

### **Campus Closure Procedure**

On occasions, programs and events are conducted beyond the regularly scheduled high school day and on weekends. In the event that circumstances may arise that warrant the cancellation of programs or events, the following procedure should be followed.

1. A recommendation to cancel programs or events may originate with maintenance staff assigned to work during the program or event, the renter of the facility, a contractor responsible for campus access (i.e. snow removal company), or a service company (i.e. Doyle Security).
2. Any of the parties identified in item 1 shall contact the ECTS Facilities Manager at (814) 528-1563. The Facilities Manager or designee will make the final decision to close the campus and cancel any scheduled activities.
3. Once the decision has been made to close the campus, the Facilities Manager or designee will inform all pertinent parties including:
  - A. scheduled maintenance staff,
  - B. the renter of the facility,
  - C. appropriate administrative staff (i.e. Director, RCTC Manager or Principal)
4. The administrative staff shall notify relevant parties of the campus closure (i.e. RCTC faculty).
5. Faculty or facility renters shall be responsible for notifying students or participants of the campus closure and cancellation of classes or activities.
6. The administrative staff shall notify the media of the campus closure and cancellation of all activities.

Other practices related to this administrative procedure include:

1. The assignment of a maintenance department cell phone to staff scheduled to cover weekend or after-hours events.

2. As events are scheduled to the campus calendar, contact information of facility renters shall be included as supporting information (i.e. telephone number).
3. Administrative staff will cancel after-hours activities, including RCTC classes, if the afternoon session of the high school program is cancelled or dismissed early.
4. The decision to cancel after-hours activities, on days when the campus is closed all day, will be made by 4:00 p.m.
5. All after-hours activities and weekend events shall be cancelled in the event of a declared regional emergency.