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SCHOOL CLOSURE PROTOCOLS

Purpose:

Davis Technical College (“Davis Tech”) realizes that situations may arise that could make it impractical and/or unsafe to conduct normal operations. Such situations include, but are not limited to, adverse weather conditions, earthquakes, floods, wildfires, interruptions in public utilities, and other nearby public safety concerns. This protocol is designed to clarify the process that decision makers will use to determine whether to temporarily close Davis Tech.

Decision Makers:

The President of Davis Tech will make the final decision about whether Davis Tech is unable to conduct normal operations and should be closed for a period. In the absence of the President, the Vice Presidents will decide.

Evaluators:

Grounds and maintenance crews are typically the first to arrive at Davis Tech and stay on site until the end of the workday. They are resources for evaluating the present conditions at the Davis Tech campus.

The grounds and maintenance crews will report any adverse conditions that could affect safe operations to the Director of Facilities. In the absence of the Director of Facilities, the Safety and Risk Manager should be contacted, followed by the Security and Risk Management Coordinator.

The evaluators may collaborate with each other in determining if conditions warrant a recommendation to the decision makers to cease school operations.

Criteria to be Considered:

Student and faculty safety is the primary focus of any recommendation to close Davis Tech. Other factors that should be evaluated include, but are not limited to, weather forecasts, traffic and mass transit disruptions, building integrity, anticipated duration of public utility failures, civil unrest, etc. Additionally, Davis Tech will consult with administrators from the Davis School District, though it is not required for Davis Tech to take the same actions as Davis School District.



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Notifiers:

Once a decision maker decides to close Davis Tech, stakeholders must be notified of the school’s closure. The decision maker will notify the Director of Facilities who will then mass text through the mass text notification system and mass email through Davis Tech’s “all employees” email that the school is closed. The Marketing department will be responsible to make notifications through the Davis Tech’s official website, social media channels, and local news organizations (as appropriate).

In the absence of the Director of Facilities, the Safety and Risk Manager will make the notifications, and in the absence of the Safety and Risk Manager, the Safety and Risk Management Coordinator will make the notifications.

The goal is to notify stakeholders by 6:00 AM for an early morning delay or cancellation, 10:00 AM for afternoon cancellations, and 4:00 PM for evening cancellations. Stake Holders include, but are not limited to, Davis Tech faculty and students, Career Path High faculty and students, and Weber State University.

In the event that Davis School District cancels or delays school starts, but Davis Tech does not, Davis Tech will attempt to notify stakeholders via mass notification that Davis Tech will continue as normal by 6:00 AM.

Continued Duration:

If conditions do not improve to allow for safe use of Davis Tech’s campus and resources, the same process will be implemented to extend the school closure.



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Start Times if Delayed:

In the event a decision is made to delay, but not to cease operations, the following schedule will be implemented:

In the event of a delayed start of 90 minutes, normal operations will resume at 9:30 AM

If morning classes are cancelled, then Davis Tech will resume normal operations at 12:00 PM.

If morning and afternoon classes are cancelled, then normal operations will resume at 6:00 PM.

Decisionmakers may customize the start times, taking into consideration how much advanced notice they can give stakeholders (ideally at least two hours).

Mid-Day Cancelations:

Decisionmakers can cease operations mid-day if the need arises for any reason. The same process will be implemented for any mid-day closures.