

**Standard Operating Procedures
Campus Emergency Closure
Laney College**

In the event of severe temperatures related to Heating, Ventilation, and Air Conditioning (HVAC) or other systems malfunctions or failures that pose a significant risk to the health and safety of students or employees, Laney College may need to close while the other campuses within the district remain open. This outlines the procedure for closures.

Decision-Making Authority: The College President (or their designee) will have the authority in coordination with the Chancellor to make the final decision regarding the closure of Laney College due to severe temperatures. They will consider various factors, including but not limited to the efficacy of the HVAC system, weather forecasts, temperature thresholds, expert advice, and potential impacts on safety.

A. Temperature thresholds.

- I. Heat: 78 degrees in internal spaces
- II. Cold: 68 degrees in internal spaces
- III. Smoke due to fires affecting the air quality

B. Consultation with Senate and Student Leadership

- 1. If possible, the president will schedule a meeting with the Senate and student leadership before making the final decision to close the campus. This meeting can be conducted by phone, Zoom, or any other practical means of communication.
- 2. The purpose of the meeting will be to gather input from the Senate and student leadership. They will have the opportunity to share their perspectives, ask questions, and express any concerns regarding the potential closure. The president will provide relevant information on the severity of the HVAC system failure, weather conditions, and expert recommendation(s).
- 3. The president will take the input received during the meeting into consideration when making the final decision. While the decision-making authority ultimately rests with the president (as approved by the chancellor), the input from Senate and student leadership will be carefully considered. If a consultation meeting is not possible, the President will make the decision unilaterally.

C. Campus Closure Notification:

- 1. The decision to close will be communicated promptly to all stakeholders, including employees, students, security, and the community. Notification methods may include:
 - Official district communication channels (e.g., email, website, social media, mass notification systems)
 - Local media outlets
 - Direct communication through automated phone calls, text messages, and/or emails

2. The announcement will include the date of closure, duration, expectations for students and employees during the closure, and any relevant instructions or resources.

D. Faculty and Staff Responsibilities:

Faculty: can assign homework or other instructional activities using remote learning options.

Classified Professionals and Managers: Will work remotely, unless explicitly instructed otherwise by their manager.

F. Evaluation and Reopening:

1. Leadership will regularly monitor facilities and weather conditions and reassess the closure decision in consultation with appropriate experts and authorities.
2. Once it is determined that it is safe to reopen the campus, a notification will be issued through the same communication channels used for closure notifications.
3. College Leadership will ensure necessary preparations are made, such as facility checks, maintenance, and resumption of regular services prior to the reopening.

G. Review and Updates:

This process will be reviewed periodically to ensure its effectiveness and relevance.

H. Policy Dissemination:

The office of the president will provide this policy to all employees, students, Senates, and bargaining units. It will be posted on the Business Office website.