



NSCC Weather Event & Campus Closure Procedures

- 1) Campus closure decisions will be made based upon actual conditions at the various campus locations, not on forecasts. Students and employees are responsible for using their own best judgment with regard to weather conditions.
- 2) The President has authorized the Vice President for Academic Affairs & Student Services (VPAA&SS), in consultation with the Director of Safety & Security, the Director of Facilities, and/or Satellite Campus Directors, to make campus closure decisions.
 - a) Nashville State Community College (NSCC) Main, East Davidson and Southeast Campuses will be served by a single announcement by the VPAA&SS. After consultation with the VPAA&SS, separate announcements for the satellite campuses will be made by the directors of the Clarksville Campus, Dickson Campus, and Humphreys County Campus. Classes held at a high school site will follow the respective public school system closing decision. Other classes that are not held on a campus will follow the NSCC Main Campus decision.
 - b) When a decision is made to delay or cancel classes, the VPAA&SS notifies the President and the other Vice Presidents, the Associate Vice President(s), Academic Affairs/Student Services deans and campus directors, the Computer Services Director. Notifications are normally made by telephone or text message.
 - c) The VPAA&SS (or her/his designee) notifies TV stations (channels 2, 4, and 5) and the webmaster. The webmaster notifies the campus community via the college's website and social media outlets.
 - d) The Computer Services Department puts a message on the college's phone greeting and voicemail systems (615-353-3333).
 - e) The Dean of Student Services notifies the Director of Student Life, who puts a message on campus monitors.
- 3) If severe weather or an emergency situation necessitates that a campus close while classes are in session, the Department of Safety and Security will use the campus communications system to notify all personnel who are on campus. Members of the college community are strongly encouraged to sign up to receive emergency closure/cancellation alerts.
- 4) Whenever possible, announcements to delay or cancel classes will be made at least two hours prior to the closing or delay.
- 5) When classes are canceled for any reason, including campus closures or individual faculty members not being able to make it to campus when the college is open, the faculty member will post an assignment or other instructions for students using D2L. Faculty members will inform students how to access class information and students will be responsible for accessing and following instructions. Faculty members are also responsible for submitting a Class Cancellation Form to their academic dean and satellite campus director.