

Title: Closing of Campus Operations – Incident or Weather-related Situations

Initial Action: May 1, 2010
Last Reviewed: December 7, 2022
Changes Effective: May 21, 2012
Next Review: As needed
Responsibility: Vice President Finance and Administration/Public Safety/Facilities

POLICY:

In the event of an incident or weather-related situation, the College President or designee may close operations of the College at all designated locations for the safety of the College community.

Official notifications via the Seahawk Alert System will be sent or posted to the following sites using standardized message formats.

Seahawk Alert System:

A Seahawk text alert message and/or email (depending on what recipients sign up to receive) will be sent by the Marketing and Communications department to anyone in the College or larger community who has signed up to receive Seahawk Alerts. In addition, the alerts will be posted in the headers of MyCecil.edu and Cecil.edu websites and posted to the main College social media sites, which are: Facebook, Instagram and Twitter.

Public Media:

The Public Relations Coordinator in the Marketing and Communications department will contact the following news channels with weather-related delays and closures:

- WBAL TV 11 (Baltimore)
- WMAR TV (Baltimore)
- WBFF FOX 45
- WJZ (Baltimore)
- WXCY FM
- WDEL/WSTW (Del)
- WDSD 94.7 (includes 92.9 FM; 1450 AM Wilmington; 1410 AM Dover)
- WGAL TV 8 (Lancaster, PA)

Closing Designations:

Closed - Cancellation of all operations including classes, activities, events and offices

Late Opening – all operations closed until specified time. Refer to specific course learning management site for information regarding classes that cross over “late opening” time.

Early Closing – all operations closed at specified time. Public Safety operations will usually continue one hour after designated closing time.

Modified Closing – May include cancellation of classes or specific activities and/or events based on nature of incident or weather conditions. Procedures do not apply to individual activity, event or class cancellation.

Public Safety will unlock buildings 30 minutes prior to official opening time and secure buildings 30 minutes after closing time. Access to buildings during Closings is limited to essential activities as approved by the President of the College or Vice President of Finance and Administration or designee.

Chain of Communications:

The Director of Public Safety