

If an emergency occurs that may require an adjustment in work schedules for an individual department or small number of departments (such as a power outage or flood in a single building), employees should work from another location if possible. Supervisors must obtain permission from the President, or his/her designee, as appropriate, before releasing employees from work for more than a short period of time.

A. Notification:

The College will make announcements about delayed openings, canceling classes, or declaring an emergency for weather or other reasons as soon as feasible, and generally no later than 5 a.m. When conditions change rapidly or unexpectedly, however, the College may need to make or update decisions about classes and business operations on short notice.

The College's website

<http://www.ncc.edu/aboutncc/ourpeople/administration/environmentalhealth/emergencypocedures.shtml>, is the definitive source of information about the College's operating status. All announcements regarding changes to the College's operating schedule will be posted to this site as soon as decisions are made.

In addition to the website, text message alerts may be issued regarding delays, cancellations, or other emergencies.

Individual departments are responsible for communicating decisions about whether any special events they sponsor are postponed or canceled. This applies to athletic events, performances, conferences, lectures, presentations, workshops, and other events hosted by a department of the College.

B. Expectation for Employees:

When the College is open and operating normally, employees are expected to report to work.