



OTERO COLLEGE PROCEDURE

OCP 2.1 – Closing Campus

OCP REFERENCE NUMBER:

OCP 2.1

REVISED/REVIEWED ON:

March 3, 2025

EFFECTIVE:

July 2015

APPROVED BY:

Cabinet

APPLICATION:

In the event of a situation or conditions that warrant closing the Otero Campus, changing the opening or closing times of college operations, or temporarily evacuating the campus, the following procedure will be used. Situations when these procedures may be activated include, but are not limited to:

- Severe weather, such as excessive amounts of snow, ice or rain that create dangerous travel conditions
- Natural disaster, such as tornado, flood, or earthquake
- Fire
- Utility outage, including electrical, heating or water outages
- Other emergency situation, such as a bomb scare or act of terrorism

BASIS:

The decision to close, alter hours or evacuate campus will be made by the college president or his/her designee in consultation with the president's cabinet. The director of physical plant is responsible for evaluating conditions at the campus and informing the Vice President of Business and Administrative Services of those conditions along with a recommendation of whether closure, alteration of hours or evacuation is advised in order to ensure the safety and security of staff members and students.

When conditions arise outside normal business hours, the decision to close the college or change the hours of operation will be made by 6 a.m., or as soon thereafter as possible. If the emergency conditions arise during regular operating hours, the decision to close the college or change the hours of operation will be made as soon as possible after the



emergency conditions are evaluated. In the event of a natural disaster, threat of violence, fire or other emergency situations, the Emergency Operations Plan will be activated to guide Otero College's response to the situation.

PROCEDURE:

Once the closure, alteration of operating hours or temporary evacuation decision has been made, the incident commander will contact the public information officer and the executive administrative assistant to the president who will follow the college communication plan and notify the college community, media and partner entities.

REVISING THIS PROCEDURE:

Otero College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.