



COMMUNITY COLLEGE  
OF RHODE ISLAND

**POLICY MANUAL**

**POLICY:** Class and Normal Operation Cancellations  
**POLICY NUMBER:** 9.3.2  
**EFFECTIVE:** December 1, 2006  
**REVISED:** July 24, 2014

---

**A. POLICY STATEMENT:**

Classes and normal operations may be cancelled by the President or his designee. Cancellations due to inclement weather will be made in a timely manner to enable students, faculty and staff to best provide for their personal safety. Although conditions may be different at each campus location, decisions will generally be made based on “worst conditions” and whenever possible applied to all locations to avoid confusion and travel by faculty and students between campuses. Cancellations due to a non-weather event will be made immediately by campus as conditions dictate.

**B. PROCEDURES:**

**1. The following procedures will apply:**

- a. Designated Physical Plant Supervisors will determine if and which staff is to be in place at each campus based on area weather forecasts.
- b. A designated Supervisor will contact the Director with regular updates and for an overnight weather event, no later than 5:30 a.m.
- c. The Director will consider campus and road conditions as well as anticipated conditions based on local and national forecasts. Agencies such as RIEMA and RI State Police may be contacted for appropriate information.
- d. Decisions to cancel will be made as soon as definitive information has been gathered for an overnight event, attempting to make the announcement as early as possible before the start of the first classes of the day.

- e. The Director of Administration will immediately notify local media and institute the Rave Alert system.
- f. The designated Plant Supervisor will notify Plant and College Police personnel at all locations.
- g. The Associate Director of Physical Plant or other designee will record the cancellation information on the emergency call telephone line.
- h. The Director will notify the College's Web Master to update the College Web site with this information.
- i. College Police will utilize all PA systems for periodic announcements when necessary.

**2. For an event during the workday:**

- a. The Director will use the same sources of information necessary for a timely and prudent decision.
- b. An effort will be made to announce class cancellations during the workday at least two hours prior to the effective time i.e., announcement by 10:00 a.m. for cancellation at noon, by 2:00 p.m. for 4:00 p.m. classes, etc.
- c. The Director will immediately notify local media and institute the Rave Alert System.
- d. The designated Plant Supervisor will notify Plant and College Police personnel at all locations.
- e. The Associate Director of Physical Plant or other designee will record the cancellation information on the emergency call telephone line.
- f. The Director will notify the College's Web Master to update the College Web site with this information.
- g. The President and other selected individuals will be updated as information becomes available.

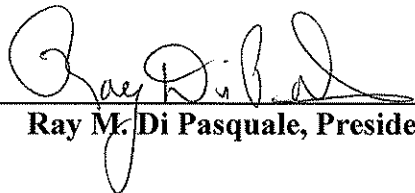
**C. POLICY APPLIES TO:**

This policy is applicable to all CCRI students and employees.

**D. RESPONSIBLE DEPARTMENT:**

The Director of Administration is responsible for implementing and maintaining this policy.

**E. APPROVED:**

  
 \_\_\_\_\_  
 Ray M. Di Pasquale, President

  
 \_\_\_\_\_  
 Date