If decision is made to close, the below offices will be contacted by email:

- Communications Office
  - Note put up on college homepage.
  - Outside news media contacted.

- ITS Office
  - Note put up on P-Web about campus closing status.

- Campus Safety & Security Office
  - Emergency text message sent out to members signed up on E2 Campus.
  - All campus email message sent out.

See the Human Resources Office website for a complete policy on Weather Emergency/Closure at: http://www.grinnell.edu/offices/humanresources/weatheremergency-closure.

**News**
For news information, please reference the following news media:

- Iowa Road Conditions Updated every 5 minutes with data provided by Iowa State Patrol Officers: http://www.511ia.org/
- KCCI School Closings and Delays KCCI Television broadcasts (through an email list serve) school closings in the event of weather related or emergency situations. TV 5, Ames;
- KCRG TV, Cedar Rapids.

See the Human Resource Office website for a complete listing of news locations where you can tune into weather conditions at: http://www.grinnell.edu/offices/humanresources/weatheremergency-closure.
Occasionally, emergencies such as severe winter weather, fires, power failures, or tornadoes, will disrupt college operations. When this happens the college will respond in a way appropriate to the situation and may require closing parts of the college or distributing staff and services in an alternative way. Staff should be alert to regular communication methods through the campus home page, email, voice mail and cell phones. Where these methods are not effective, phone trees or other departmental methods of reaching personnel should be used. In extreme emergency situations, an announcement will be broadcast through Central and Eastern Iowa outlets (see the list at the end of this policy). When in doubt, employees should seek guidance from their supervisor.

Grinnell College is a residential campus and it is not possible to cease all services. There may be times, however, where limited services are most appropriate. For purposes of this policy, four possible scenarios have been identified:

1) Classes Still in Session, Open Administrative Offices
2) Classes Still in Session, Closed Administrative Offices
3) Campus Closed
4) Partial or Complete Evacuation of Campus

Essential Staff
Essential services must be maintained in order to provide for the safety and welfare of the college’s resident student population.

Telecommuting
Telecommuting may be allowed, with proper prior approval, as an alternative to driving in severe winter weather.

See the Human Resources Office website for a complete policy on telecommuting at: http://www.grinnell.edu/offices/humanresources/telecommuting.

Closing Procedure:
The Director of Campus Safety & Security checks the winter weather bulletins by 3pm on the day before or on the day of the severe weather/emergency event.

If a severe weather event exists, then the Associate Director of Facilities for Grounds, Landscaping & Hauling will be contacted and consulted for his input concerning the possible weather emergency. If it is determined that no action needs to be taken by the college concerning the weather event, no further action is taken. If it is determined that further action does need to be taken, the Emergency Preparedness Executive Advisory Group is contacted by the Director of Campus Safety and Security.

If the Emergency Preparedness Executive Advisory Group is called and consulted (Vice President for Academic Affairs and Dean of the College, Vice President for College Services, Vice President for Student Affairs) they will make a decision on the weather operational status of the college. No message is sent out to the campus, if a decision is made to not alter the normal operational status of the college.

Scenario Options:
1) Classes Still in Session, Open Administrative Offices (May be sent at Advisory Groups discretion.)
2) Classes Still in Session, Closed Administrative Offices
3) Campus Closed
4) Partial or Complete Evacuation of Campus

Executive Advisory Group member contacts the Chief Executive of the college (President).
President is advised of the decision of the Advisory Group.
President makes final decision on the closing of the college.
Advisory Group member contacts Campus Safety & Security Director on final decision concerning the college closing status.