

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

- Initial Action: May 1, 2010
- Board Resolution: 25-006
- Last Reviewed: January 27, 2025
- Changes Effective: February 27, 2025
- 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 Public Safety Department or 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 by the Marketing and Communication Department in the headers of MyCecil.edu and Cecil.edu websites and posted to the main College social media sites.

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)
- WDSB 94.7 (includes 92.9 FM; 1450 AM Wilmington; 1410 AM Dover)
- WGAL TV 8 (Lancaster, PA)

Closing Designations:

Closed - Cancellation of all on-campus and virtual operations..

Modified Closing – Closing of all or select on-campus operations with the requirement for employees to work virtually and/or online classes to be held as scheduled. The Seahawk Alert will state the nature of the modified operations regarding virtual requirements.

Late Opening – all on-campus operations closed until specified time. The Seahawk Alert will state if virtual work and/or online classes remain as scheduled.

Early Closing – all on-campus operations closed at specified time. The Seahawk Alert will state if virtual work and/or online classes remain as scheduled. Public Safety operations will usually continue one hour after designated closing time.

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.