

## Emergency Closure and Class Cancellation Guidelines

When there is a disruption in electricity, you should not leave your classroom or dismiss your students immediately. Most often the source of the outage will be identified quickly and the power will go back on within a short period of time. You will get information about the length of the outage from either your Division Office or the Dean's Office. The last power outage, however, was unusual in that it took about one hour before the administration was able to get information from PG & E about the cause and the anticipated duration of the outage. In a case such as this one, continue teaching if you can. If you cannot teach because there is no light coming through a window or because your class is dependent on technology, dismiss your students from your class only. Please inform the students that the College has not been closed and that they should proceed to their next class since it is likely that power will be restored and classes will continue for the rest of the day.

Any decision to officially close the College for the day will be made through the President's Office. Formal notification of such a closure will be sent to all offices and faculty will be informed at that time by the Division Chairs, Directors, Division Assistants, or the Dean's Assistants. Unless you receive official notification, there is no College closure.