

COMMUNITY COLLEGE OF PHILADELPHIA

MEMORANDUM

TO: All Faculty and Staff

FROM: The Office of Planning and Finance

DATE: January 7, 2011

SUBJECT: Weather Emergency Communication Procedures

In the event that snow or other weather emergencies make it necessary for the College to close, the following steps will be taken to communicate with staff and students about the College closing:

- (1) An announcement indicating that the College is closed due to a weather emergency will be placed on both of the main switchboard numbers (215-751-8000 and 215-751-8010). The closing announcement will play if these numbers are called.
- (2) A notice of the College closing will be placed on each of the individual phone extensions in the College. All staff can access voice messages from their home phone using the College's voicemail message retrieval feature. (Dial 215-751-8999. You will be asked to enter your extension and your messages can be accessed.)
- (3) A notice of the College closing will be placed on Cable Channel 53 which is accessible to most residents of the City.
- (4) Media announcements will be made on KYW Radio and Channel 3 (CBS), Channel 10 (NBC), and Channel 29 (Fox) television. The KYW Radio closing number is 238 for day classes and 2238 for evening classes.
- (5) The College closing numbers will be available on the KYW Web address at www.KYW1060.com. You can also contact KYW 1060 for school closing information at 215.925.1060.
- (6) The notice of College closing will be placed on the College's home page www.ccp.edu and on the College's portal log-in page My.CCP.edu.

- (7) E2Campus is another option to obtain information regarding school closing due to a weather emergency. E2Campus is a free mass text and email notification system used by the College in the event of a campus-wide emergency. To immediately receive important notifications from the College - everything from a building fire to severe weather closures, go to the following website and sign up for E2Campus:
<http://www.e2campus.com/my/ccp/signup.htm>.

It is important to note that when it becomes necessary for the College to close when the College is in operation, the exact timing of the closing will be established to minimize interruption to classes and student services. Faculty and staff are expected to meet classes and perform other assigned duties until the announced closing time. As outlined in the College's Emergency Response Plan, staff whose duties are defined as essential may be asked to remain on duty beyond the announced closing time until all critical tasks have been completed.

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