

## CAMPUS CLOSURE – CLASS CANCELLATION

Closure of the entire campus and cancellation of classes are unlikely but could be ordered during local disaster or conditions which make it unsafe to conduct classes or remain on campus. Such closure or cancellation will only be taken upon direction of the Superintendent/President or designee.

### **On campus during regular business hours:**

Faculty, staff and students should check for updates or instructions (in order):

1. Computers for campus-wide e-mails.
2. SBCC Web site home page <http://www.sbcc.edu/>.
3. Alert U text messaging via cell phones.
4. SBCC Switchboard at ext. 0 or (805) 965-0581.
5. SBCC Security at ext. 2400 or (805) 730-4200.
6. Local media outlets.

### **On campus after regular business hours or on weekends:**

1. Campus Security at ext. 2400 or (805) 730-4200.

### **Off campus after regular business hours or on weekends:**

If a local disaster or condition occurs during non-business hours, faculty, staff and students should first check for updates and instructions on whether they should come to work (in order):

1. Computers for campus-wide e-mails.
2. SBCC Web site home page <http://www.sbcc.edu/>.
3. Alert U text messaging via cell phones.
4. SBCC Switchboard at ext. 0 or (805) 965-0581.
5. SBCC Security at ext. 2400 or (805) 730-4200.
6. Local media outlets.

*Refer to Campus Evacuation tab.*

## **ENCIERRO DEL CAMPUS - CANCELACIÓN DE LA CLASE**

El encierro del campus y de la cancelación enteros de las clases es inverosímil pero se podría ordenar durante desastre o las condiciones locales que lo hacen inseguro para conducir clases. Tal encierro o cancelación será tomado solamente sobre la dirección del superintendente/presidente o el designee y el aviso diseminados vía email, la fijación de la tela, el envío de mensajes de texto, medios locales u otros medios disponibles. Refiera al área de evacuación del campus.