If an emergency at ACC occurs or when the snow begins to fly, here is the process for determining if the College, Main Campus, Art & Design Center, Triad Center, the University Center at Chaparral, and Community Education, are open.

1. **Decisions about closing the campus will be made solely by the President**. As soon as a presidential decision is made, the VPs, Deans, radio, and television stations will be notified. The **ANNOUNCEMENTS line**, (303-797-5700, press 9), employee voicemail, and college internet will be activated or updated.

   **APPLIES TO THE START OF THE DAY:**
   - If weather conditions exist, ACC will confirm its closure no later than 6 AM.
   - If emergencies or extenuating circumstances exist, ACC will make a closure decision and broadcast via voicemail, Internet or announcements line.

   **APPLIES TO THE AFTERNOON OR EVENING CLASSES:**
   - Any decision to cancel afternoon classes will be made by the College President after assessing local weather conditions and consulting with satellite campus facility managers. Decisions regarding afternoon class cancellations will be announced via all available methods no later than Noon for 1 to 5 PM classes.
   - Any decision to cancel evening classes will be made by the College President after assessing local weather conditions and consulting with satellite campus facility managers. Decisions regarding evening class cancellations will be announced via all available methods no later than 3 PM for 5:30 or later starts.
   - If emergencies or extenuating circumstances exist, ACC will make a closure decision and broadcast via voicemail, Internet or announcements line.

2. **For open/close status due to emergencies or inclement weather:**
   - **Call the College at 303-797-5700, press 9 for the ANNOUNCEMENTS line.** There will be a recording on the ANNOUNCEMENTS line, which will give the open/close status of all campuses. The recording will be dated and timed so the caller will know when it was last updated.
   - **Call your voice mailbox:** an all college voice mail will be broadcast if the college is closed.
   - **Listen to the local radio and television stations** for announcements on emergency/inclement weather closures.
   - **Log on to the ACC web page** - http://www.arapahoe.edu click on Open/Closure Guidelines under Other Services and Information.
   - **Call the main phone number for the College, 303-794-4ACC (4222).** The switchboard will answer general questions and may transfer calls to the ANNOUNCEMENTS line for further information.

3. **If the College is open, but instructors cannot reach their teaching locations and must cancel their class,** the instructor should:
   - Notify the Division Office immediately if teaching on Main Campus
   - Notify the Front Desk if teaching at UCC – 303-734-4822
   - Notify the Front Desk if teaching at Triad – 303-734-3701
   - Put a voice message on his (her) voice mailbox indicating that class is canceled.

   Instructors should notify all students of their office telephone number or voice message box and broadcast the general college ANNOUNCEMENTS number, 303-797-5700. Ask students to call if they are in doubt as to whether or not classes are in session.

4. **All employees who are unable to report to work due to bad weather and/or road conditions when the College remains open will be charged leave in accordance with College Procedure, AP 3-60.**

**Thanks for your attention to these directions and phone numbers!**
Please pass this information on to anyone who might need to know.

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