

SAFETY PROGRAM  
EMERGENCY PLANS AND ALERTS

CGC  
(LOCAL)

EMERGENCY  
OPERATIONS PLAN

In accordance with state requirements, the College District shall maintain a multihazard emergency operations plan that provides for appropriate employee training, coordination with state and local entities, implementation of a safety and security audit, and other requirements as established by the Texas School Safety Center (TxSSC).

MISSING STUDENTS

The College President shall have the authority to develop procedures for when a College District student is thought to be or has been determined to be missing. These procedures shall be included in the College District's emergency operations plan.

EMERGENCY  
RESPONSE AND  
EVACUATION  
PROCEDURES

In accordance with federal law, the College District shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel.

EMERGENCY ALERT  
SYSTEM

In accordance with state requirements, the College District shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

[For details on the state requirements for emergency operations plans and emergency alert systems and federal requirements regarding emergency response and evacuation procedures, see CGC(LEGAL).]

SEVERE WEATHER OR  
OTHER EMERGENCY  
SITUATION

Only the College President or designee shall have the authority to close the College District. When this action is to be taken, the College President will notify the College District vice presidents, the director of marketing and communications, and the director of facilities and security who in turn will make appropriate notifications, including area radio and television stations.

Only the College President or designee shall have the authority to represent the College District and make statements to the press/public regarding the College District and severe weather and/or other emergency situations.

PERSONAL SAFETY

A student shall not attempt to attend classes, and an employee shall not report to work if, in his or her opinion or on the warning of law enforcement officials, travel conditions in the person's area are unsafe or if other circumstances would place the person's life or health in jeopardy. A student who chooses not to attend classes while the College District remains open shall be responsible for all course makeup work and for fulfilling course requirements/assignments as directed by the instructor. If the College District remains open and an employee decides not to report to work, the employee must notify his or her supervisor and must submit a leave request

for the work time missed in accordance with the College District's  
absence and leave procedures.