

College Closure Policy

Closure Outwith College

Schedule of Decision Making

| | Responsible Person | Deputy |
|---|---------------------------|------------------|
| Closure outwith College | Principal | J McLaren |
| Closure of College on a Saturday | Principal | J McLaren |
| Ensuring that all parties receive the closure information | Principal | J McLaren |

Communication Channels

| | Responsible Person | Deputy |
|--|---------------------------|------------------|
| College Website and Facebook | S Coutts | G Clark |
| West Lothian Council Website/Facebook/text | S Coutts | G Clark |
| Access Server | E Brown | B Smillie |
| Radio Forth | S Coutts | G Clark |