

College Closure Policy

Closure during the day of the College

Schedule of Decision Making

	Responsible Person	Deputy
Closure during the day of the College	Principal	Executive Leadership Team
College Schools Partnership	Margaret Forisky	J Davie

Communication Channels

	Responsible Person	Deputy
College Website and Facebook	Greg Clark	Adam Hughes
West Lothian Council Website	Greg Clark	Adam Hughes
Contacting individual students/student groups (if required)	Lecturers	Learning & Skills Managers
Contacting evening classes (students)	Management Information Systems Manager	Head of Information Systems and Digital Infrastructure
Contacting evening lecturing staff	Directors	Learning & Skills Managers
Contacting evening support staff	Heads	
External Lets	Business Development Department	
Contacting industry bodies (eg SECTT, CITB)	Directors	Learning & Skills Managers
Access Server	L Byrne	Executive Leadership Team
Radio Forth	Greg Clark	Adam Hughes