

# **College Closure Policy**

## **Closure Outwith College**

### **Schedule of Decision Making**

	<b>Responsible Person</b>	<b>Deputy</b>
Closure outwith College	<b>Principal</b>	<b>J McLaren</b>
Closure of College on a Saturday	<b>Principal</b>	<b>J McLaren</b>
Ensuring that all parties receive the closure information	<b>Principal</b>	<b>J McLaren</b>

### **Communication Channels**

	<b>Responsible Person</b>	<b>Deputy</b>
College Website and Facebook	<b>Greg Clark</b>	<b>Adam Hughes</b>
West Lothian Council Website/Facebook/text	<b>Greg Clark</b>	<b>Adam Hughes</b>
Access Server	<b>L Byrne</b>	<b>B Smillie</b>
Radio Forth	<b>Greg Clark</b>	<b>Adam Hughes</b>