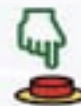# De La Salle University
DASMARIÑAS

PROTOCOLS ON
CLASS AND WORK SUSPENSION
due to Inclement Weather Conditions and other Weather Disturbances

Prepared by: **GENERAL SERVICES OFFICE**
Campus Safety Office

AUTOMATIC SUSPENSION

Scenario 1.A.	Public Storm Signal #2 (PAGASA)
Decision	Automatic suspension of classes and work in High School level (JHS/SHS)
Action	SCO and ICTC Helpdesk shall make the announcement using official channels

Scenario 1.B.	Public Storm Signal #3 (PAGASA)
Decision	Automatic suspension of classes and work in High School and College levels including Graduate School
Action	SCO and ICTC Helpdesk shall make the announcement using official channels

Scenario 1.C.	National Government and/ or its attached agencies or the Local Government Units suspend classes and work
Decision	Suspend classes and work as declared
Action	SCO and ICTC Helpdesk shall make the announcement using official channels

SPECIAL CIRCUMSTANCES
(such as flooding, road damage, etc.)

Scenario 2	• No PAGASA public storm warning • No government declaration • Special circumstances are locally present or may build-up
Decision Process	The Chancellor may suspend classes and work In absence of declaration from the Office of the Chancellor, the VCFAS may declare suspension of classes and work from 10:01 PM of the preceding day until 4:30 AM of the actual day If there are no declaration, classes and work shall proceed as scheduled
Action	Upon instruction of the administrator concerned, SCO and ICTC Helpdesk shall make the announcement of any declaration using official channels

MID-DAY SUSPENSION
Special circumstances

Scenario 3	• No PAGASA public storm warning • No government declaration • Localized special circumstances building-up while classes and work are on-going
Decision Process	The Chancellor may cancel classes and work not later than 12:00 noon In absence of the Chancellor, VCFAS shall decide on the matter In the absence of the VCFAS, any of the available vice chancellor may decide on the matter
Action	Upon instruction of the administrator concerned, SCO and ICTC Helpdesk shall make the announcement of any declaration using official channels

Notes: • Any other situations not covered in this protocol shall be decided by the Chancellor upon consultation with the vice chancellors.