

CP – 2.2.1

ADVERSE WEATHER

Related Board of Trustees Policy: BP 2.2

OPR: President

Approval: May 2012

Revision: November 4, 2016

Adverse Weather Procedure

The normal operating schedule of the College can change due to inclement weather, electrical power failure, or any similar situation that interferes with the operation of the College.

The President, in consultation with the Vice Presidents, will make a closure determination, giving priority to employee and student safety. If the President is unavailable, the Vice President for Administration shall assume this decision authority. Where appropriate, the President will coordinate with the Superintendent of Craven County Schools to ascertain their closure status.

Students and members of the public are not permitted facility access during a College closure. Based on an evaluation of safety conditions, the closure announcement may include whether College employees are allowed access to facilities during the closure, and any limitations that apply. During a closure where access is permitted, College employees must notify Security upon entry to and exit from College facilities.

When inclement weather or other conditions warrant closing the College, students, employees and general public will be notified in the following manner:

- The Executive Leadership Team will make notifications in accordance with the *ELT Emergency Call List*. The President's Executive Assistant will maintain the currency of this list.
- The President will additionally notify the Chairperson of the Board of Trustees and Craven County Schools Superintendent.
- The Director of Marketing and Communications will notify television, radio, and newspaper media, and ensure postings are made to the College's website and other social media.
- The Director of Security will ensure 24-hour security coverage for the duration of the College closure.

In general, Public Radio East will continue operations during a College closure. The General Manager shall make a closure decision when circumstances warrant, and notify the Vice President for Administration and President.

The Vice President for Instruction, in consultation with the Dean of Health Sciences, will determine whether off-site health science clinical sessions will be conducted during the College closure, and direct appropriate notifications.

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