

NUMBER: 4.3	POLICY/PROCEDURE NAME: Inclement Weather
SPONSOR: Tom Jaynes, Executive Vice President, Institutional Advancement and Support/Chief of Staff	CUSTODIAN: Institutional Advancement and Support
EFFECTIVE DATE(S): January 2017	NEXT REVIEW DATE: 2018-2019
LOCATION: https://www.durhamtech.edu/policiesprocedures/inclementweather.htm	CITATION: 1C SBCCC 200.94

<p>POLICY STATEMENT NA</p>
<p>PROCEDURE</p> <p>The State Board of Community Colleges (SBCC) allows each college's board of trustees to establish policies and procedures related to adverse weather. Durham Technical Community College (Durham Tech)'s inclement weather procedure is as follows:</p> <p><i>Students</i></p> <p>In the event of inclement weather, including events such as hurricanes, heavy snow, or ice accumulation, Durham Tech will communicate a decision to remain open or to close in the following ways:</p> <ul style="list-style-type: none"> ▪ An announcement on the College's website; ▪ Posts on the College's Twitter and Facebook pages; ▪ A voice message on the College's switchboard at 919-536-7200; ▪ An announcement on the College's Sakai site; and ▪ Notifications via local television/media outlets. <p>To the extent possible, the College will make a decision to remain open or to close by 9 p.m. the night before the anticipated weather event (by 3 p.m. the day of the weather event for evening operations). However, inclement weather can occur at any time so decision timetables are flexible.</p> <p>If classes on the main campus are canceled, classes will also be canceled at all other College locations; however, the College may cancel operations at a remote location and still operate on the main campus. Class make-up schedules are noted on the academic calendar.</p> <p>If the College is open, students are to attend classes, if possible. Students should use their best judgment regarding travel. Students using Triangle Transit should consult its adverse weather plan.</p> <p>If the College closes early or delays opening, the beginning or ending time for classes may have to be adjusted. For any course scheduled to meet during the hours completely within the timeframe that the College is delayed (for example, between 8 a.m. and 10 a.m. for a delayed opening at 10 a.m.) or closed, class time must be made up.</p> <p>If the College's opening or closing time does not include the entire class period, students are to attend for the shortened class time. For example, if students have a 9:30 a.m. class and the College delays its opening until 10 a.m., they should plan to attend class when the College opens at 10 a.m. and stay for the remainder of the class's regular meeting time. If a class begins at 1 p.m. and the College closes at 2 p.m., students should attend the class until the College closes. The remainder of classes that begin after a delayed opening will run at their normally scheduled times.</p> <p><i>Employees</i></p> <p>In the event of inclement weather, including such events as hurricanes, heavy snow, or ice accumulation, Durham Tech will communicate a decision to remain open or to close in the following ways:</p> <ul style="list-style-type: none"> ▪ A College-wide email announcement;

- An announcement on the College's [website](#);
- Posts on the College's [Twitter](#) and [Facebook](#) pages;
- A voice message on the College's switchboard at 919-536-7200;
- An announcement on the College's [Sakai](#) site; and
- Notifications via local television/media outlets.

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If the College is open, employees should report to work, if possible. Employees unable to report to work when the College is open shall report time missed as annual leave. If the College is closed, employees do not need to report time missed.

If the College is closed due to inclement weather, safety concerns, or other emergency reasons, no non-essential employee (faculty or staff), student, or campus visitor will be permitted to access Durham Tech's campuses.

Personnel considered essential to resolving the current concern or sustaining campus operations will be permitted access. These essential personnel may include Campus Police and Public Safety officers, the Safety Compliance Officer, Incident Command or Emergency Action Group personnel, Information Technology Services staff, Facility Services employees, external public safety or contracted personnel, and administrators directly managing the response. Access may also be granted to employees teaching and students enrolled in public safety or corporate education courses (e.g., BLET training, Fire Academy training, and in-service law enforcement training) that are ongoing and have state-mandated schedules or hours required for specific certifications. Division heads have the authority to identify and approve additional essential personnel depending on the nature of the inclement weather event, safety incident, or current College need.

When the College is closed, any essential employee reporting to campus must sign in with the Campus Police and Public Safety Department Office (or station at OCC or NDC) at the time of entry and provide a reasonable rationale for the need for campus access. When the work is complete, the employee must sign out with the Office and exit from campus.

PURPOSE/DEFINITIONS

NA

REVIEW ACTION	REVIEWED	APPROVED
College Council or Committee Review	2016, 3/2017 (revision; LC)	3/3/2017 (revision; LC)
College-Wide and Legal Review	2/7-2/21/2017	2/7-2/21/2017
Executive Vice President's Review	3/3/2017	3/3/2017
President's Review	2016	2016
Board of Trustees Review	NA	NA