

# Orangeburg-Calhoun Technical College

## Statement of Procedure

Title: College Closing Communication Plan

Number: 6.003.01

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Department of

Responsibility: Campus Police and Security Office

Authorization:

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President

Date Approved: March 28, 2011

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It is Orangeburg-Calhoun Technical College's Policy to remain open for business each working day unless it is clearly impossible to do so. Unusually severe weather, however, may occasionally require that operations be closed or curtailed in the interest of travel safety. The President of the College or designee may direct modified work schedules and/or the temporary discontinuation of some activities.

The College Closing Communication Plan will enable the College to communicate clearly and concisely its operating status during a weather emergency. Employees are expected to make reasonable attempts to report for work during severe inclement weather, unless otherwise directed by The President or designee.

The decision will be made by The President and executive staff. The announcement will refer to the various plans, A, B, or C. It is your responsibility to keep this information available for future reference to determine how each plan pertains to you.

### **Plan A:**

#### **One Hour Delay**

One Hour Delay. All OCtech 8 a.m. classes are cancelled. 9:30 a.m. classes will meet. Faculty and staff report at 9 a.m.

#### **Two Hour Delay**

Two Hour Delay. All OCtech 8 a.m. and 9:30 a.m. classes are cancelled. 11 a.m. classes will meet. Faculty and staff report at 10 a.m.

#### **Plan B: Evening Classes Dismissed**

All OCtech classes after 5 p.m. have been cancelled.

#### **Plan C: College Closed**

OCtech College is closed.

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### **Early Closing**

Developing weather conditions may necessitate an early closing. Such a decision will be communicated to each operating area through supervisors. If during work hours an employee feels bad roads or inclement weather conditions (snow, ice, floods, etc.) threaten personal traveling safety, the employee may seek permission to leave early. Absences prior to an early closing announcement will be charged to annual leave/faculty non work day.

### **Additional Closing Information**

Based on the decision of the Office of the Governor and the Emergency Management Division, state government offices and their employees will follow the same inclement weather hazard decisions made by the county government officials where the state office is located. For example, a county's decision to delay opening or close county government offices would mean state employees who work in the impacted county would also delay opening or close state government offices. This is specifically for the location of the primary place of work, not any other location.

### **Essential Operations**

There are certain departments and personnel that are essential to the continued operations of the college community and that must work during weather emergencies. It is the responsibility of the executive staff to communicate this to their employees prior to an emergency. These designated employees are expected to be present for duty regardless of the closings or delays.

Reference: SBTCE Policy and Procedure Hazardous Weather and Emergency Leave 8-3-105 and 8-3-105.01