

<b>College Closing and Delay Policy</b>	<b>Board Approval:</b> October 15, 2019
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**PURPOSE:**

While safety on the job is the responsibility of every employee, Garrett College aims to identify and eliminate potential hazards and to monitor ongoing compliance with state and federal occupational safety and health requirements.

The college maintains and updates special procedures to deal with emergency conditions that might disrupt college operations, necessitate the assistance of police and fire personnel, or result in a college closing.

**POLICY:**

The President of Garrett College (“GC” or the “College”) or his/her designee will decide when classes are to be cancelled, or when the College is to be closed because of inclement weather or other emergency conditions. Only the decision to delay or close will be communicated. It should be assumed that the College is open if there is no notification of a delay or closure.

The President will consult with designated college officials when considering a decision to close or delay the opening of the College. The designated college officials will gather and communicate to the President the information necessary to make an informed decision related to College operations.

**DEFINITIONS:**

**“Inclement weather”** refers to weather that is normally considered to be related to snow or ice storms, but may include extreme cold temperatures or weather warnings for hurricane or tornado activity.

**“Emergency conditions”** refers to conditions that, in the determination of the President, Director of Equity and Compliance, and/or Coordinator of Safety and Security, may put the College community at risk.

**“College closing”** refers to the closing of all buildings and offices, cancellation of all classes (credit and non-credit), and the cancellation of all scheduled non-academic activities and events at the main campus (687 Mosser Road) and the three outreach centers: Northern, Southern, and Career and Technical Training Center (unless otherwise noted in the closing announcement). Online and hybrid classes shall proceed whenever possible during inclement weather closings or delays. The Community Aquatic and Recreation Complex (CARC) will operate on its own determination as it pertains to non-College affiliated activities and events. College athletic team practices and games are considered college-affiliated activities and events, and thus would follow college closing procedures.

“Essential Personnel” refers to those employees designated in their job description or by the President or his/her designee as essential to the operation of the College during an identified period of time. Essential personnel are required to report to work as scheduled, or remain at work until released by their supervisor. Compensation for essential personnel is outlined in the Human Resources Manual.

## CLOSING AND DELAY OPENING PROCEDURES

### Notification and Communication

College employees and students who provide accurate personal contact information are enrolled in the Regroup “GCCAlerts” notification group. Should an individual not receive the notifications, they are encouraged to sign up (see instructions that follow) for the notifications to receive the most accurate announcements of College closings or delays. Announcements of College closings and delays will be communicated through:

- **Weather Line** - The College's weather-line is immediately updated with any information that relates to the altering of the normal schedule. To reach the Weather Line, dial 301-387-3198.
- **GCCAlerts** – Garrett uses Regroup™, as its emergency notification system. Messages, through a variety of methods (text, email, etc.) are disseminated including up-to-date information on emergencies and campus closings. Registration is free. All text messaging fees will apply. To opt-in to this service, go to the following link <https://garrettcollege.regroup.com/signup> and follow instructions on the page or text “JoinGCCAlerts” to 66893 or 30890.
- **Garrett College Website** - The college website displays any delay or closing information on the homepage. [Visit the website at garrettcollege.edu](http://garrettcollege.edu).
- **Social Media** – Important information, including delay and closing information, is posted on the College’s social media accounts, including Facebook and Twitter.
- **Media Outlets** - The college also notifies these media outlets of closings and delayed openings:
  - Radio:
    - WMSG (1050 AM)
    - WTBO (1450 AM)
    - WAIJ (90.3 FM)
    - WWHC (92.3 FM)
    - WQZK (Q94.1 FM)
    - WKMM (96.7 FM)
    - WVAQ (101.9 FM)
    - WROG (102.9 FM)
    - WKHJ (104.5 FM)
    - WFRB (105.3 FM)
    - WKGO (106.1 FM)

### Closures

- A. A decision to close the main campus and outreach centers for the entire day will be communicated by no later than 6:00 a.m. or as changing weather conditions warrant.
- B. A decision to close the main campus and outreach centers during the day or evening will be communicated in as timely a manner as conditions warrant.
- C. All College employees designated as essential personnel must report for work, or remain at work, as directed by their supervisors.

### Delays

- A. A decision to delay opening the main campus and outreach centers will be communicated by 6:00 a.m. or as changing weather conditions warrant.
  - 1. Buildings will be unlocked one half-hour before the announced start time.
  - 2. Classes that are scheduled to start before a delay will not meet, unless the instructor has communicated to the students that they are to report to class at the delayed opening time.

### Other Procedural Items

- A. If the College is open and a college class is held at an off-campus location that is closed, such as a Garrett County Public Schools site, the class is cancelled. If the off-campus location is open, but the College is closed, the class at the off-campus location is cancelled.
- B. Online courses shall proceed whenever possible during inclement weather closings or delays. Students should check their class Learning Management System-“LMS” (i.e. Blackboard) site to confirm.
- C. Weather conditions can deteriorate unexpectedly. Students and staff should check at least two sources for the latest information prior to coming to the main campus or any of the outreach centers. Students and employees are encouraged to use “GCCAlerts” at <https://garrettcollege.regroup.com/signup> to receive timely alerts and information notifications.
- D. When it is determined that the College is open, all employees are expected to report to work. However, the College recognizes individuals are the best judge of their own safety when deciding whether or not to travel during inclement weather. Employees eligible for annual or personal leave may use their leave, if

authorized by their supervisor, if they feel that travel may be unsafe if the College is open for business.

If a credit full-time or adjunct faculty member determines that it is unsafe to travel to class because of inclement weather, he or she must contact the Dean of Academic Affairs for further discussion. If the decision is made to cancel the class, the full-time or adjunct faculty member is responsible for communicating directly to the students via the LMS. Text and/or email may be used as a secondary notification. If a CEWD adjunct faculty member determines that it is unsafe to travel to class because of inclement weather, he or she must notify their program administrator or program manager.

- E. All College employees designated as essential personnel must report for work, or remain at work, as directed by their supervisors.

### **FREQUENTLY ASKED QUESTIONS**

The College often receives questions regarding its closing and delay procedures. A “Frequently Asked Questions” page is available on the [web](#).

### **COMMUNITY AQUATIC AND RECREATION COMPLEX PROCEDURES**

The Community Aquatic and Recreation Complex (CARC) will make a separate determination on delays/closings. For more information, go to: [www.gccarc.com](http://www.gccarc.com). To opt-in for CARC notifications through Regroup™, go to <https://garrettcollege.regroup.com/signup> and follow instructions on the page or text “Join CARC” to 66893 or 30890.