Central Texas College District
Human Resource Management Operating
Policies and Procedures Manual

Policy No. 720: Inclement Weather
(Same as Policy No. 125 in the Safety Policies and Procedures Manual)

I. PURPOSE

To establish procedures for the decision and notification chain for inclement weather curtailment of CTCD operations.

II. SCOPE

This policy applies to Texas Campuses, including the Mayborn Science Theater, and to all other campuses as amended by the Campus Deans.

III. POLICY

CTCD does not expect its employees or students to risk personal injury in order to maintain regular operating hours. Therefore, during periods of inclement weather or threat of inclement weather, CTCD may choose to curtail or limit operations if in the view of the Deputy Chancellor, U.S. Campus Operations, or his/her designated representative, the continuation of operations might create a significant risk of injury or illness to students or employees. The status of Fort Hood's military operations and the area public school systems will be considered for decisions regarding central campus. Regardless of the campus decision, it remains the responsibility of the individual employee/student to assess and evaluate their situation.

IV. PROCEDURES

A. Deputy Chancellor, U.S. Campus Operations

1. Initiates contact with Campus Police for recommendations and makes recommendation to Chancellor. Notifies Director, Marketing & Outreach, CTC Police, and others as desired by 5:30 a.m. on an inclement morning, or two hours prior (or as soon as practicable) to scheduled opening or any class start time that will be affected during a bad weather day, to alert them of plans to close or limit operations for the day(s). When a delayed opening or early release decision has been reached and it is subsequently determined that a closure or early release is necessary, the Deputy Chancellor, U.S. Campus Operations will notify all parties no later than two hours prior (or as soon as practicable) to the specified delayed opening and early closing time.

2. The Deputy Chancellor, U.S. Campus Operations shall notify his/her decision(s) to the following individuals for implementation actions:
   a. Director, Marketing & Outreach (526-1999).
   b. Campus Police, (526-1427).
   c. Deputy Chancellor, Finance and Administration (526-1331).
   d. Deputy Chancellor, Academic & Student Services (526-1733).

3. If the Deputy Chancellor, U.S. Campus Operations and Chancellor are not available, the following individuals, in descending order, will initiate the appropriate action:

   a. Deputy Chancellor, Finance and Administration.
   b. Deputy Chancellor, Academic & Student Services.
   c. Dean, Central Campus

B. Executive Officers:

Notify respective Deans and Division Directors.

C. Director, Marketing & Outreach:

1. Activates emergency alert message via the campus emergency alert system.
2. Updates the weather line (501-3100), including update to the Mayborn Science Theater information line phone number.
3. Posts closure information on the CTCD website.
4. Notifies the news media and works with the news media as it relates to the decision to close.
5. Media list includes the following:

NOTE: Notification agencies are FM 91.3 and Channel 46. All others are alternates.

   a. Radio:

      i. KNCT-FM (91.3 FM, Public Radio).
      ii. Cumulus Radio: KSM-FM (KISS 103), KUSJ-FM (US 105), KOOC (B106) and KYUL-FM (103.1).
      iii. Clear Channel Radio: KLFX-FM (The Fox 107.3) and KIIZ-FM (The Z - 92.3).

   b. Television:

      i. KWTX-TV (Channel 10, CBS)
      ii. KCEN-DT (Channel 9, NBC)

iii. KXXV-TV (Channel 25, ABC)
iv. KWKT (FOX 44)
v. KNCT-TV (Channel 46, PBS).
vi. News8 Austin

c. Newspaper:

i. Killeen Daily Herald (daily, morning).
ii. Temple Daily Telegram (daily, morning).

6. A code word or number will be established by each media entity and provided to the Director, Marketing & Outreach which will "weed out" bogus closing reports.

7. The order of calling varies depending upon the time of day and the ability to get through on very busy phone lines. KNCT (FM/TV) will usually be the first media contact, followed by other TV and radio stations with newspapers to be the last contacted. Electronic notifications will be used as directed by stations. KNCT is the official station for notification of closings or delays.

D. Campus Police:

Campus Police Officers will respond regardless of weather conditions and will provide a communications link for the college decision making authority.

E. Director, Facilities Management:

1. Will ensure all essential buildings and parking areas are accessible.
2. Grounds personnel will be responsible for clearing and sanding entrances, parking areas and pathways as needed.
3. Mechanical personnel will ensure environment control of essential buildings and proper operation of utilities.
4. If closure/early release occurs during the duty day, coordinate with Marketing & Outreach to send message to building coordinators with information.

F. Director, IT Customer Service:

1. Will facilitate any technical support necessary for updating the weather phone line and/or website.

G. Director, Mayborn Science Theater:

1. Will monitor weekend weather and will follow central campus progress for re-opening or continued closure.
2. Will notify staff of closures or delays and coordinate with the Director, Marketing & Outreach to disseminate closure information to the public.

H. Associate Dean, Evening & Weekend College:

1. Will monitor weekend weather and will follow central campus progress for re-opening or continued closure.
2. Will notify staff of closures or delays and coordinate with the Director, Marketing & Outreach to disseminate closure information to the public.

V. GENERAL

A. Tasks above are not all inclusive. Deans and Division Directors will develop tasking lists and internal notification procedures for their respective activity or campus.

B. In the absence of other direction, the Fort Hood Campus and Continental Campus will operate under conditions imposed by the Installation Command. Service Area locations will follow the guidance and direction of the local school district and local law enforcement agencies and notify the Director, Marketing & Outreach for dissemination.

C. Accounting for Time:

See Policy No. 270: Business Interruption.

D. Other:

Campus Deans for Pacific and Europe will establish procedures using this policy as a guide and accommodating their specific contract requirements.