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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Procedure Title: **Delay/Cancellation of Classes Due to Adverse Weather 5.12.1**

Responsible Division: Instructional Services

Date Approved: February 1999

1. The following procedure will be observed for adverse/inclement weather; however, regardless of college announcements, commuters should exercise personal judgment concerning highway road conditions, particularly those from other counties or remote areas. If the college is open, no announcement will be made.
 - a. **Announcements** concerning college operation will be made by 6:30 a.m. on the local TV and radio stations listed below. However, if weather conditions worsen after the 6:30 a.m. announcement, an additional announcement closing the college for the day will be made no later than 8:30 a.m. Announcements concerning evening classes will be made no later than 3:00 p.m. The following types of announcements may be made:
 1. **Delayed Schedule** indicates that classes will begin at 10:00 a.m. Everyone (faculty, staff, students) should report to work and class as scheduled at 10:00 a.m.

| Regular Class Starts Between | Delayed Class Start |
|------------------------------|---------------------|
| 8:00 - 8:50 a.m. | 10:00 a.m. |
| 9:00 - 9:50 a.m. | 10:45 a.m. |
| 10:00 - 10:50 a.m. | 11:30 a.m. |
| 11:00 - 11:50 a.m. | 12:15 p.m. |
| 12:00 - 12:50 p.m. | 1:00 p.m. |
| 1:00 - 1:50 p.m. | 1:45 p.m. |
| 2:00 - 2:50 p.m. | 2:30 p.m. |
| 3:00 - 3:15 p.m. | 3:15 p.m. |

After 3:30 p.m., resume normal class schedule. In regards to the times listed above note that if the class normally meets for 50 minutes, it will meet for 40 minutes. If the class normally meets for more than 50 minutes, it will meet for 80% of the total class meeting or no longer than 45 minutes.

2. **Classes Canceled** indicates that the college remains open and **staff** should report to work at 10:00 a.m. and use extreme caution.
3. **College Closed** means there are extremely hazardous conditions and no one should report to work or class.
4. **Early Dismissal** will be announced when weather conditions dictate the early dismissal of day or evening classes. This type of announcement will be made by telephone to a designee in each building on campus, who will communicate the early dismissal information to the occupants of the building.

b. **Radio Stations**

(99.9-FM) WKSF, Asheville (104.5-FM) WHLC, Highlands
 (95.3-FM) WCQS, Asheville (1320 AM) WKRK, Murphy
 (1590-AM) WBHN, Bryson City (95.9-FM) WCVP, Robbinsville
 (1370-AM) WGHC, Clayton, Ga. (680-AM) WRGC, Sylva
 (104.1-FM) WQXI, Clayton, Ga. (104.9-FM) WQNS, Waynesville

(96.7-FM) WNCC, Franklin (1050-AM) WFSC, Franklin
(1480-AM) WPFJ, Franklin

Television Stations:

(ABC) – WLOS, Asheville, NC
(CBS) – WSPA, Spartanburg, SC
(NBC) – WYFF, Greenville, SC

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