

INCLEMENT WEATHER			
Procedure #	Applicability	Responsible Executive	Applicable Laws/Statutes
615	College Wide	Vice President of Academic Affairs	

### **PURPOSE**

Mercer County Community College has an obligation for the safety of students, faculty, staff, and visitors. The Weather Emergency Management Procedure delineates the process by which the College will respond to severe or inclement weather.

To ensure the safe and effective operation of Mercer County Community College, the Inclement Weather Procedure provides guidelines for College operations and the attendance of students, faculty, staff, and visiting community members in the event of adverse weather and/or weather emergencies.

### **DEFINITIONS**

A weather emergency is defined as severe or inclement weather that has the potential to disrupt the normal operation and /or activities of the College. Examples may include (but not limited to) snow, ice, severe cold, hurricane, tornado, or flooding.

Essential employees are college employees identified by the President, or their divisional vice president/supervisor as providing essential campus services during a weather emergency. (Policy ##)

### **PROCEDURE**

- A. The President will appoint a Weather Management Team (WMT), facilitated by the Vice President of Academic Affairs and includes representatives from the following departments/divisions:
  - Academic Affairs
  - Facilities
  - Campus Safety and Security
  - Student Affairs
  - Marketing & Communications
  - James Kerney Campus
  - Auxiliary Services (Conference Center, Kelsey Theatre)
- B. When there is a known chance of severe or inclement weather, information for inclement or severe weather will be obtained from the following:

<u>Information</u>	<u>Responsible Party</u>
Campus Facilities	Director of Facilities
Campus Safety and Security	Director of Campus Safety
National Weather Service	Director of Facilities
Local, county and state authorities, including the New Jersey Office of Emergency Management and Mercer County Office of Emergency Management	Director of Facilities

- C. Weather Emergency Team Meetings
  - The Weather Emergency Team will meet during normal business hours if severe weather is forecast to begin within the next 24-48 hours. The team will be briefed on the latest forecast, review emergency procedures, and discuss departmental action should the predicted weather

occur. These employees will be on "standby" and available by phone during the time preceding the predicted weather event.

- The Weather Management Team will confer the night before an anticipated storm and again early in the morning of the storm (around 5:00am). Decisions are made by 5:30am to be able to prepare and send communications no later than 6:00am. (Depending on the timing and duration of the weather event, the call start time may be modified.)
- Depending on the timing of the storm, the team may recommend delayed opening and reassess conditions later in the morning. The team may recommend closing for the day or reopening at the stated time.
- The Weather Emergency Team will maintain frequent communication with each other throughout the weather related emergency in order to ensure essential services are being provided and to determine if additional actions are needed.

D. If inclement weather occurs and has the potential to disrupt normal college operations, one of four responses will be implemented as appropriate:

#### Response Categories

- **Delayed Opening:** During a delayed opening, College officials will publicly announce the specific time at which the College will open. Essential employees may be required to report to work earlier, depending on the situation.
- **Early Closing:** In the event of an early closing, the College will cease all academic classes and regular business operations at a publicly announced time. Essential employees may be asked to extend their work schedule depending on the situation.
- **College Closed:** In the event of a closure, all day and evening classes will be cancelled. All College offices and regular business operations will be closed. Essential employees may be asked to report to work depending on the situation. Clinical operations will be determined by the clinical site directly; operations at auxiliary or off-site teaching locations will be determined by the College administrator in charge of that site or program in consultation with on-site partners.
- **Classes Canceled, College Open:** The College may remain open, but some or all classes will be canceled. Staff report to work at regular times. Faculty teaching classes during the affected times need not report to work. Clinical operations will be determined by the clinical site directly; operations at auxiliary or off-site teaching locations will be determined by the College administrator in charge of that site or program in consultation with on-site partners.

E. When a response category is implemented, notification will be as follows:

<u>Communication Method</u>	<u>Responsible Party</u>
MAAlert (voice recording, text message and email)	College Safety
MCCC Switchboard message	IT College Safety
MCCC.edu Homepage	Marketing & Communications
Social Media pages	Marketing & Communications
Media /TV Stations (NJ 12)	Marketing & Communications
Campus Digital signs	Marketing & Communications
Blackboard	Academic Affairs MercerOnline

The Vice President of Academic Affairs will notify the President.

- F. **Public Events:** A decision to cancel or delay a previously scheduled public event on a MCCC campus will be made by the event sponsor in conjunction with the weather management team via the Vice President of Academic Affairs or the Vice President of Finance. They will determine whether the campus buildings can be safely occupied, whether sidewalks and parking lots can be cleared to allow for safe passage of the public, and whether predicted weather conditions are acceptable.
- G. **General Criteria for Response Categories**
- **Delayed Opening:** This response would be used when early morning (6am-8am) weather conditions make traveling on primary roads hazardous, but rising temperatures (above 32 degrees) and improved conditions are expected by midmorning.
  - **Early Closing:** This response would be used when weather conditions make travel on primary and secondary roads hazardous and conditions are predicted to deteriorate throughout normal College operation hours.
  - **College Closed:** This response would be used when:
    - Early morning weather conditions make traveling on primary and secondary roads extremely hazardous and conditions are predicted to remain the same or deteriorate throughout the day.
    - Law Enforcement Agencies have advised people to stay off the roads or highways.
    - Campus conditions are such that the parking lots and sidewalks are not safe.
  - **Classes Canceled, College Open:** This status is generally reserved for unique circumstances that may be related to weather related building damage.
- H. If the college is officially closed due to weather or other emergency, faculty and staff are not expected to work remotely. However, employees should expect that there may be emergent or continued business that requires some remote work during such closures. Employees must be attentive to departmental needs and expectations to complete work during times when the college is closed. In rare instances when closures to nonessential employees extend beyond one day, direction will be provided and remote work would likely be necessary. Please discuss with your supervisor and refer to appropriate college policy and collective bargaining agreements.
- I. In the rare case where the college campus must be closed for an extended period of time, but the weather does not impact those outside the campus, remote work and classes may be required.

**APPROVED**

April 23, 2025

**REVISION DATE(S)**

**RELATED POLICIES, GUIDELINES, OR RESOURCES**

- Policy 615 - Inclement Weather Procedure
- Policy - Essential Employee Policy