

Procedure Title: Inclement Weather
Procedure Number: 05-2003-0008
Board Policy Reference: IV.A. General Executive Direction

Administrator: President
Position responsible for updating: Vice President Finance
Original Date: November 1994
Approved by College Planning Council: 11-27-2023
Authorized Signature: *Original Signature on File*
Posted on Web: 11-30-23
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Purpose/Principle/Definitions:

This procedure addresses what decisions can be made and who is responsible for determining whether college locations will be open during inclement weather conditions, and how to communicate those decisions.

It is also important to note that during winter months, employees and students should make themselves aware of the potential for inclement weather and take the time to monitor weather and road reports.

In November each year, email messages will be sent to students and employees with inclement weather notification information.

The potential decisions that could be made on the day's schedule include online and in person classes, and are limited to the following options:

- Open - all classes will start at the regularly scheduled time (no notifications sent).
- Cancel all day/evening classes.
- Cancel all day classes but make a decision for evening classes by 3 pm.
- Delay the start of classes and the employee workday until 11 am (for a 3-hour delay). Classes normally held or started during the delayed time are cancelled.
- Locations may adjust start times on a case-by-case basis in consultation with the VP Finance & Operations.

- The VP Finance & Operations will contact the Facilities Supervisor and the Center Directors to confer and decide when/if the campus/centers will be safe for students and employees. The VP Finance & Operations will then make a recommendation to the College President who will decide on being open, delayed open or closed. The VP Finance & Operations will contact the Marketing Director who is responsible to update the following:
 - a. BMCC's staff and students via the College's text notification system
 - b. The BMCC website, www.bluecc.edu
 - c. All social media
 - d. Reader board
 - e. Local media outlets
 - f. College automated phone system message

The text alert will be sent, and the phone message and website will be updated by 6:00 am.

If the VP Finance is unavailable to make inclement weather recommendations, the responsibilities flow to:

1. Facilities Director
2. Vice President of Instruction
3. President

If the Hermiston Center closes or delays, the Precision Ag Center at the OSU HAREC in Hermiston will follow suit.

EARLY / WEEKEND CLASSES:

For course sections that meet on or before 7:00 a.m. on weekdays or for courses held on weekends, the course instructor may use his/her discretion to cancel the early-morning course providing the following conditions are met:

1. The instructor places inclement weather information in the course syllabus as follows: "Due to the early start time of this class, a determination of cancellation due to inclement weather will be made by the instructor and communicated via phone to each student no later than one hour prior to the start of class. For classes later in the day, please refer to the institution-wide notification systems (BMCC web, social media, the College's text notification system, the website, and news media).
2. The instructor uses the same criteria to make the determination as is used by the administration for inclement weather closures, namely the safety of students and staff traveling to class/clinical site. [Instructors may consult the following resources: Oregon road report 1-800-977-6368 (enter route #); Oregon Department of Transportation (www.tripcheck.com); and school closure reports, which usually start at 6:00 a.m. on local radio stations.]
3. The instructor has a full student contact list for the course.
4. The instructor makes contact through Canvas with students no later than one hour before the scheduled class/clinical start time.
5. The instructor e-mails the VP Instruction and VP Finance & Operations prior to the scheduled class/clinical start time about his/her decision.

EVENING CLASSES:

Evening classes start at 5:00 p.m. or later. The procedures outlined above will be completed and a decision made by 3:00 p.m., when possible. If it becomes necessary to close the college due to late breaking adverse weather conditions when classes have already begun, a staff member designated by the responsible administrator will contact the classes. The notification procedures will be followed so radio and television stations, the website, reader board, and telephone messages can be updated, as well as sending a text notification to employees and students.

ATHLETICS / SPECIAL EVENTS / INDEPENDENT ACTIVITIES:

If the College closes due to inclement weather, all scheduled activities are cancelled. The VP Finance & Operations or designee will notify those with events scheduled that day. The Office of Instruction will keep the Events calendar updated with appropriate contact names and information for this purpose and will remind those who reserve rooms of the possibility of winter weather closures or delays.

STAFF RESPONSIBILITY:

When any employee group (administrators, supervisors, faculty, and classified/ support staff) are to report by a certain time, ALL employees who under normal conditions would be working are to report at that time. Employees can check the status of a weather decision by checking for a text alert, calling the inclement weather telephone number (541-276-1260), checking the college website, or listening to the local AM radio stations If an employee believes it is unsafe for them to drive to the college, they should contact their supervisor to discuss alternative working options. Employees who decide not to report to work when the college is open must take personal leave or vacation unless the employee is authorized to work remotely during inclement weather.

If a BMCC location is closed or delayed, BMCC employees should not be on campus or at a center location during that time. The exception to this is essential personnel such as maintenance staff working to clear sidewalks and parking lots.

PARTNER INSTITUTIONS

Eastern Oregon University, Oregon State University, and the Intermountain Education Service District will follow the same delayed or closed schedule as BMCC. The Hermiston School District is responsible for clearing parking lots and walkways if they decide to open when BMCC is closed or delayed. If Oregon State University on the Pendleton campus decides not to close or work remotely during BMCC Christmas/Holiday break BMCC will not provide snow removal activities.

It is the responsibility of each partner institution to monitor the BMCC website for inclement weather details.