

## 2018-19 Severe Weather/Emergency Situation Procedures

### A. Scope

The Community College of Allegheny County is a commuter institution and recognizes the commitments that its employees and students make to attend work, classes and events at the College's campuses and centers. In that regard CCAC will remain open and operational unless extreme weather conditions or other emergencies do not permit it to do so.

The responsibility for the decision to close the College for an extended period rests with the College President. In the case of severe weather, the College will close as a unit. In a localized emergency condition such as an extended power failure or water line failure, a campus or center may be closed individually at the direction of the Campus President in consultation with the College President.

It is not the College's intention to place any student or employee into a perilous situation. Therefore individuals must exercise discretion in determining what actions they wish to take in weather or other college-related emergency situations.

This communication outlines the procedures that will be followed for inclement weather conditions and serves as an official notice for all members of the college community.

### B. Normal Operations

1. The College will remain open and follow normal campus and site schedules except in cases of severe weather conditions or an emergency situation that prevents the college from opening.
2. Unless otherwise instructed, all College full-time and part-time employees are to report to work and follow their normal work schedule.
3. An employee that does not report to work shall notify their immediate supervisor(s) or department head(s) that they will not be at work prior to the start of their scheduled work shift. Employees that do not report to work may use PTO time in accordance with established procedures.

### C. Terminology/Collective Bargaining Agreements

1. College Closing – The entire College is closed due to inclement weather conditions or other unforeseen events. All College scheduled events are canceled.

2. College Centers –The college centers (Homewood Brushton, Braddock Hills, West Hills Center, and Washington County Center) that are operated by CCAC on a full time basis.
3. Off-Campus Sites – This category includes school district buildings, private businesses and community centers that is not controlled by CCAC.
4. Cancellation of Classes – There may be times when conditions other than inclement weather may prevent a campus and/or a center class from being held but may allow other operations, such as a clinical, to continue. Administrative and SEIU employees are to report to work or take appropriate leave time.
5. College or Community Local Emergency – There may be times when a college-related emergency such as a broken water line or an extended area power outage may require a site to be closed. In this instance, a campus or center may be closed independently at the direction of the Campus President.
6. Regional Emergencies –This is a wide-spread emergency that affects many communities or a region.
7. Delayed Start – An inclement weather condition may delay the start of classes and business operations to a later start time.
8. Collective Bargaining Agreements - Employees covered by collective bargaining agreements will follow the provisions outlined in their contracts as it relates to the college closing. This document is not intended to supersede, revise or void any current collective bargaining agreements or parts thereof.

#### D. Decision to Close (Entire College)

1. Campus Presidents will assess conditions at the campuses and/or centers.
2. At a predetermined time, the Office of the President will convene a conference call with the Leadership Council and the Executive Director for Public Relations and Marketing to discuss the situation and agree on a recommendation to remain open, close for the day, or delay the start of classes. The College President will authorize the final decision.
3. The Office of Public Relations will notify students, faculty and staff via television, email, twitter, Facebook, the College webpage and the telephone message system.
4. The Campus Presidents and other college officials will notify faculty, staff and students on all changes being made in the operating schedule. An Emergency Call Tree will be utilized to complete this task.

5. In the event of Inclement weather, all campuses and centers will close. College classes held at local school districts, private businesses, clinical sites and community sites will also be canceled.

There may be occasions when off-campus sites may close while campuses and centers remain open. Since operations at these sites are under the control of the site owner, they may be closed independently of campuses and centers.

6. In the event of a localized emergency situation, only the campus or center affected by the emergency will be closed or have classes canceled at the direction of the Campus President in consultation with the College President. As in the case of a College-wide close, each campus will follow the establish procedure to provide timely notification. The Campus President will notify the Office of Public Relations who will notify students, faculty and staff through television, radio, e-mail, twitter, Facebook, the college website and the telephone message system.
7. If a decision is made to cancel day classes that decision will remain in effect for day classes only unless it is specifically stated that the close applies to both day and evening classes. Otherwise, evening class decisions will be assessed separately and announced by 2:00p.m. whenever possible.
8. Once classes are canceled for the day or evening, they will not be reinstated for that same day or evening.
9. Day and evening closures will be handled as independent events and notifications may address either or both.
10. All non-instructional events scheduled during the time the college is closed will be canceled.
11. In the event of a closing or cancellation of classes after the start of the class or business day, students and employees will be notified of the schedule change.

#### E. Delayed Start

1. There may be occasions when conditions warrant a delay in the start of classes and business operations to a later time. If a delayed start time, i.e., 10:00 a.m. or 11:00 a.m. is necessary, the day will begin at the announced time. All classes scheduled to begin prior to the start time will be canceled.

All classes held after the delayed start will be for the normal class period length.

2. Business operations and offices will open at the announced start time.

#### F. Announcement to Close and Delay Opening the College

1. The announcement to close and/or to delay opening the college will be conveyed via local television, the College website, twitter, Facebook, and telephone message.

#### G. Essential Personnel and Reporting Procedures

1. Essential personnel (housekeeping and maintenance staff) are required to report to work for their scheduled shift during weather-related closings or emergency situations to remediate any condition that prevents the College from maintaining normal operations. Staff may also prepare or restore the site for normal occupancy and use upon reopening and ensure that facilities and grounds are not hazardous for students and employees. Other personnel may be deemed essential to perform duties related to information distribution, student services, clerical functions or other duties as conditions dictate.
2. Each department head and supervisor shall notify essential personnel of their duties and/or work locations if different than normal operations and provide the information to the Campus President.
3. In the event that the College cancels classes (but remains open) due to inclement weather:
  - a. All administrative and SEIU employees are to report to work at their regular schedule. Staff that choose not to report to work may use appropriate leave time. Employees are required to notify their supervisor if they elect not to report to work.
  - b. All essential personnel on all shifts are to report to work on their normal schedule unless otherwise assigned to specific early call in duties by their supervisor.
4. In the event that a campus or center closes due to a local emergency situation (i.e. fire, flood,) and prohibit the use of the campus or center:
  - a. Employees are not to report to work until directed to do so by their supervisor.
  - b. Essential employees may be required to report to work by their supervisor.
  - c. The CCAC website will be updated as conditions change.
5. In the event that the College closes due to a regional emergency:
  - a. Employees are not to report to work and should follow instructions of the local emergency management coordinator.
  - b. Essential employees may be required to report to work as emergency conditions are cleared and safe travel is restored.
6. In the event that that the college, campus or center has to close after the start of classes and/or normal business hours due to inclement weather or due to an emergency:
  - a. All maintenance and housekeeping personnel are to remain at work unless otherwise directed by their supervisor.

- b. Essential personnel are to remain at their assigned workstations unless otherwise directed by their supervisor.
  - c. Other personnel are to leave the site unless otherwise directed by their supervisor.
- 7. In the event that a campus or center closes after the start of classes and/or normal business hours due to a regional emergency situation:
  - a. All personnel are to follow the instructions of emergency management personnel.
  - b. All personnel are to follow the instructions contained in the College's Emergency Guidelines Manual.
- 8. Work time lost due to inclement weather that does not result in closure of the College or the campus where the employee is scheduled to work may be made up during the same week or taken as personal or vacation leave. Those who do make it in to work but are late due to the weather can make up time due to inclement weather in the same week. If an employee is unable to make it in at all then they must use personal or unscheduled PTO. There is no make-up time for staff who do not report to work.