



Frederick Community College Policy

Section 6.00 General Policies	Policy Number	6.16
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Inclement Weather Policy	Procedure Number	None
	Board Approved Re-approved	Prior to 1986 4/20/05

The President of the College or his/her designee will decide when classes are to be cancelled, or when the College is to be closed because of inclement weather or other emergency conditions.



TO: All Faculty and Students
FROM: Art Glass, Vice President for Administration
DATE: November 29, 2004
RE: **Inclement Weather Announcements**

The College will announce inclement weather closings, delays, and cancellations, by 5:30 a.m.

Announcements are broadcast on the College's switchboard #301-846-2400 and the following web sites – www.frederick.edu and www.schoolsout.com and also are played on several local radio and TV stations (Radio stations: FM 99.9, 103.1, 106.9 and AM 930. TV channels: 4, 5, 7, 8, 9, 11, 12 and 13). Radio and TV announcements may differ from station to station, so please check more than one source.

Please note that as weather conditions change, the College may announce closings during the day or evening, as well. Always check at least 2 different broadcast sources before heading out to the campus.

SPECIAL NOTE: Due to College safety and security issues, on days when classes are delayed students are not allowed on campus until 15 minutes prior to the announced opening in order to allow the College's maintenance and security staff enough time to prepare the campus for opening (clearing snow from sidewalks, parking lots, and roads, etc.)



TO: All Staff and Faculty
FROM: Art Glass, Vice President for Administration
DATE: November 29, 2004
RE: **Inclement Weather Announcements**

The College will provide inclement weather announcements concerning cancellations, closings, and delays by 5:30 a.m. Please refer to the following sources:

PRIMARY SOURCES:

- **FCC switchboard, [301-846-2400](tel:301-846-2400)**
- **TV Channel 23, College of the Air Bulletin Board**
- **FCC Web site www.frederick.edu**
- **Other Web sites: www.schoolsout.com**

OTHER SOURCES: Radio and TV Stations

Radio: **WFMD (AM 930)** **WFRE (FM 99.9)**
WARX (FM F106.9) **WAFY (FM 103.1)**

TV: **NEWS4 (CH. 4)** **Newschannel 8** **WJZ-TV (CH. 13)**
 WTTG FOX-5 (CH. 5) **WUSA-TV (CH. 9)** **WHAG-TV (CH. 25)**
 ABC (CH. 7) **WBAL (CH. 11)**

NOTE: Radio and TV stations might not use the exact words we provide them, so please beware that announcements could differ from station to station. Due to possibility of inaccurate announcements we would advise you to check more than one source.

The announcements are:

1. **FCC is OPEN**
FCC and the Children's Center will follow normal schedules. All faculty, staff, and students are expected to come to work/class per their normal schedules.
2. **FCC WILL OPEN AT "X"**
FCC and the Children's Center will open at the designated time and will follow normal schedules **after** the delay. This applies to all faculty, staff, and students. [For example, when the College opening is delayed until 9:30 a.m., 8:00 a.m. -9:15 a.m. classes are cancelled and instruction will begin with regularly scheduled 9:30 a.m. classes. If a class is scheduled to run later than 9:30 a.m. (for example, 8:00 a.m. - 10:30 a.m.), the class will begin at 9:30 a.m.]
NOTE: Because of changing weather patterns and conditions we often re-evaluate our decisions. For example, the message might say, "FCC will open at noon, but we'll re-evaluate our decision at 10 o'clock." WHEN IN DOUBT, CALL THE SWITCHBOARD OR CHECK THE WEB SITES FOR THE MOST CURRENT UPDATES BEFORE YOU HEAD TO THE CAMPUS.

3. **FCC is OPEN; CLASSES ARE DELAYED UNTIL "X"**

All administrative and support staff are expected to come to work at their normal start time (e.g., 8:00 a.m. - 8:30 a.m.). The Children's Center will be open. Faculty and students should report **after** the delay. [For example, when classes are delayed until 9:30 a.m., 8:00 a.m. - 9:15 a.m. classes are cancelled and instruction will begin with regularly scheduled 9:30 a.m. classes. If a class is scheduled to run later than 9:30 a.m. (e.g., 8:00 a.m. - 10:30 a.m.), the class will begin at 9:30 a.m.]

4. **FCC is CLOSED**

Only "essential" personnel (emergency maintenance and clerical personnel) who have been designated by the Vice President for Administration should come to work and will be allowed on campus. NO students, faculty, or other staff members will be allowed on campus. The Children's Center will also be closed.

SPECIAL NOTE for when the College delays opening:

- **Doors will be opened 30 minutes prior to the announced opening. IMPORTANT NOTICE: No non-essential personnel will be allowed on campus more than 30 minutes prior to the announced opening in order to allow the College's maintenance and security staff enough time to prepare the campus for opening (clearing snow from sidewalks, parking lots, roads, etc.)**
- **All offices, laboratories, and the Children's Center will be open and staffed 15 minutes prior to the announced opening.**
- **Students are not allowed on campus until 15 minutes prior to the announced opening in order to allow the College's maintenance and security staff enough time to prepare the campus for opening (clearing snow from sidewalks, parking lots, roads, etc.)**

The above announcements and procedures apply to FCC's main campus, Information Technology Institute, and Truck Driver Program facilities. Career & Tech Center classes, along with any other FCC classes held at Frederick County Public School facilities follow FCPS procedures.