

Inclement Weather College Closure and Delay Decision Procedure

Last Revision Date: 3/18/2026

Related Policy: Inclement Weather College Closing

Responsible Official: CFO/VP of Administration

A. Decision Process Prior to College Opening

(11:00 p.m. – 8:30 a.m., Monday–Saturday, and Sunday if events are scheduled)

1. Assessment of Conditions

- The Chief of Campus Police & Safety assesses weather and roadway conditions by consulting Frederick County Roads, Frederick County Public Schools, Transit Services, and County Government.
- The AVP of Operations requests a campus condition report from the Director of Plant Operations, who coordinates with the Grounds Crew Manager regarding snow removal, ice treatment, utilities, and facility readiness.

2. Operational Recommendation

- The Chief of Campus Police & Safety and AVP of Operations confer and develop a recommendation regarding College operations (open, delayed opening, early closure, remote operations, or full closure).

3. Executive Review and Authorization

- The AVP of Operations consults with the CFO/VPA, Provost, and President to review and confirm the operational recommendation.
- Final authority for closure or delay rests with the President or designee.

4. Public Notification

- Upon approval, the Chief of Campus Police & Safety notifies the Director of Communications to issue official announcements via FCC Alert, the College website, switchboard messaging, and social media platforms.

5. Re-evaluation

- Conditions are re-evaluated at approximately 8:40 a.m. and 12:40 p.m., as needed, to determine whether additional operational adjustments (e.g., evening classes) are required.

B. Decision Process During Regular Operating Hours

(8:30 a.m. – 4:30 p.m.)

- The Chief of Campus Police & Safety and AVP of Operations continuously monitor changing conditions in coordination with local agencies and Plant Operations.
- If operational adjustments are necessary, they confer with the CFO/VPA, Provost, and President for executive determination.
- The Director of Communications issues approved notifications through designated communication channels.

C. Decision Process During Evening Hours

(4:30 p.m. – 11:00 p.m.)

- The Chief of Campus Police & Safety and AVP of Operations assess County and campus conditions.
- Recommendations are reviewed with the CFO/VPA, Provost, and President.
- The Director of Communications distributes approved messaging through the College's notification systems and local media outlets.

D. Decision Process During Weekend Operations

(Saturday and Sunday)

- The Chief of Campus Police & Safety assesses County and campus conditions.
- The AVP of Operations coordinates with Plant Operations and relevant local partners.
- The AVP of Operations, CFO/VPA, Provost, and President review and confirm recommendations.
- The Director of Communications issues all approved public announcements.

E. Communication Methods

All closure or delay information is disseminated through:

- FCC Alert (text/email notification system)
- The College website (homepage banner)
- Switchboard/phone messaging system
- Official social media platforms (Facebook, X/Twitter)
- Local television and radio stations, as appropriate