


SUBJECT: Inclement Weather Policy	REFERENCE: S-1.1
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APPROVED BY	REVISED:

POLICY

In the event of inclement weather, Our Lady of Holy Cross College may need to protect members of the campus community from harm. The College will remain open except in the most severe weather conditions. The President, in consultation with Cabinet Members, Facilities Manager, and Director of Security will decide if an early dismissal or College closing is necessary. The following procedures should be followed.

RELATED FORM(S)

None

PROCEDURE

Should inclement weather occur and Our Lady of Holy Cross College is forced to delay opening of the campus, early dismissal, suspension of selected activities and/or closing of the campus, the President (or appointed representative) of Our Lady of Holy Cross College will announce this information to the campus community. This message will be delivered via OLHCC email, text alerts, website and local broadcasting stations to announce the closing/delay message.


In the event our College community experiences a tornado, flooding, or snow storm during operating hours the following guidelines should take effect immediately following the announcement by the President (or appointed representative).

Guidelines for Flooding:

A flood watch means a flash flood is possible in the area, because conditions are more favorable than usual for its occurrence. A flood watch is a recommendation for planning, preparation, and increased awareness. In the event of a flood watch, all members of the College community are asked to remain observant of weather conditions and report any indication of a flood approaching or on campus directly to the Director of Security.

The Director of Security will monitor weather reports and remain in contact with local emergency departments for additional weather advisories.

A flood warning means a flash flood is imminent or occurring; the Director of Security will request a meeting of all available College personnel. The Director of Security will assign each

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personnel member an area of supervision. Each member of the College personnel will proceed to their appointed area and will move all members of the College community to a safe space in the building. A safe space in the building is identified as the top floor. Avoid areas subject to flooding, do not attempt to walk across flowing streams or drive through flooded roadways. The Director of Security and/or Facilities Manager will turn off all utilities at the main power switch and close the main gas valve if deemed necessary.

No members of the College community should use the elevators or leave the building to go their cars until the threat has disappeared and Director of Security has made the announcement to return to normal activities.

All members of the College community will be expected to follow the instructions of the personnel member directing the area. Failure to comply with these instructions will result in disciplinary action.

Members of the College community may be asked to assist a student with a physical disability. The person should first secure their personal belongings and self and then assist the disabled individual.

Guidelines for a Winter Storm:


A winter storm watch (i.e. snow, heavy sleet, significant freezing rain, or a combination of events) is expected, but not imminent, for the watch area. A winter storm watch is a recommendation for planning, preparation, and increased awareness. In the event of a winter storm watch, all members of the College community are asked to remain observant of weather conditions and report any concerns on campus directly to the Director of Security.

The Director of Security will monitor weather reports and remain in contact with local emergency departments for additional weather advisories. The President, (or appointed representative) will decide if an early dismissal or College closing is necessary.

A winter storm warning is a significant winter storm or hazardous winter weather is occurring, imminent, or likely and is a threat to life and property. The President (or appointed representative) will decide if an early dismissal or College closing is necessary.

Guidelines for a Tornado:

A tornado watch means that conditions are favorable for the development of a tornado. In the event of a tornado watch, all members of the College community are asked to remain observant

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of weather conditions and report any indication of a tornado approaching or on campus directly to the Director of Security.

The Director of Security will monitor weather reports and remain in contact with local emergency departments for additional weather advisories.

A tornado warning means a tornado has been sighted. In the event that a tornado has been sighted on or near campus, the Director of Security will request a meeting of all available College personnel. The Director of Security will assign each personnel member an area of supervision. Each member of the College personnel will proceed to their appointed area and will move all members of the College community to a safe space in the building. A safe space in the building is identified as an area with no windows, on the first floor, preferably an interior hallway or room.

No members of the College community should use the elevators or leave the building to go their cars until the threat has disappeared and Director of Security has made the announcement to return to normal activities.

Members of the College community should be instructed to protect their heads and lie flat on the ground. If textbooks are available the students should use the book to protect their heads.

All members of the College community will be expected to follow the instructions of the personnel member directing the area. Failure to comply with these instructions will result in disciplinary action.

Members of the College community may be asked to assist a student with a physical disability. The person should first secure their personal belongings and self and then assist the disabled individual.

Other Hazardous Conditions

Other conditions hazardous to life or safety that might also warrant the closing of the College include, but are not limited to, hurricanes (see hurricane preparedness policy), earthquakes, ice storms, blizzards, wind chill indexes, terrorist acts, or contamination by hazardous agents. If the President (or appointed representative) closes the College for any of these or for comparable reasons, the procedure found in this policy may apply.