

TITLE: Inclement Weather
NUMBER: 708 (previously 316, 1050)
AUTHORIZED BY PRESIDENT: 1/17/87
AMENDED BY PRESIDENT: 11/15/13; 01/02/13; 02/14/12; 11/28/05; 2/01/02

NOTIFICATION

In the event of inclement weather, the decision to close or delay the opening of the institution will be made by the College president or her/his designee, the Vice President for Administrative Services. The notification will be posted on the College's website, www.whatcom.ctc.edu, and/or updated information can be received by phoning the College's general telephone line at (360) 383-3000. In addition, the following radio groups, KPUG – AM 1170, KGMI – AM 790 and KAFE - FM104.1 and the following television stations, KOMO Channel 4, KING Channel 5 and KIRO Channel 7, will be notified. This notification satisfies "prior notification" requirements.

Whatcom stays open to fulfill its mission whenever possible, but individuals must make decisions to protect their own health and safety when conditions make it unsafe to travel to campus. Employees should work with their supervisor or division chair to make other arrangements in an emergency.

FACULTY

If the College is open but an instructor is unable to get to work, the instructor should promptly notify the Class Cancellation Line at **360.383.3250, option 1**. Instructors are not to call local radio stations to cancel a class. Faculty members are encouraged to update voicemail greetings and course-related websites with class cancellation information. It is expected that instructors who cannot get to work and must cancel class will take appropriate leave time.

In the event of inclement weather, all online courses, including the online portion of hybrid courses, will be conducted as scheduled. Closures or delays announced for the Whatcom Community College campus will not apply to online instruction. Additional information can be found on the [eLearning website](#).

CLASSIFIED STAFF

Classified staff should reference Article 17, "Suspended Operations," in the WFSE Collective Bargaining Agreement for information related to leave pay, overtime, employees required to work, and other relevant information in the event of late starts, early closures, and total suspended operations. The current [WFSE Collective Bargaining Agreement](#) is located on the [WCC Staff Web](#).

EXEMPT STAFF

Exempt staff members who are not able to get to work are required to take annual (vacation) leave, personal holiday, or make up work time.

SAMPLE MESSAGES FOR THE PUBLIC WEBSITE AND MAIN TELEPHONE VOICE RECORDING

Delayed Opening Due to Inclement Weather

Due to inclement weather, Whatcom Community College will open at 10 today, DAY, MONTH. Classes will begin at 10 a.m. Classes scheduled to start before 10 a.m. are cancelled.

Even though the College is open at 10 a.m., weather conditions where you live should determine whether you feel it is safe to travel to campus. Please use your own judgment when making this decision.

If a decision is made to cancel evening classes, this recording will be updated with the latest information by 3 p.m. Please check our website, call 383-3000, or listen for updates on the local radio and TV stations.

WHAT THIS MEANS FOR EMPLOYEES:

Employees should be prepared to arrive on campus in time to start their work day at the designated opening time of the College or normal shift time, if later than the opening time.

College Closed Due to Inclement Weather

Due to inclement weather, Whatcom Community College is closed today, DAY, MONTH. All classes are cancelled and employees should not report.

If a decision is made to open the College tomorrow, this recording will be updated with the latest information by 6 a.m., DAY, MONTH. Please check our website, call 383-3000, or listen for updates on the local radio and TV stations.

WHAT THIS MEANS FOR EMPLOYEES:

Employees should not report to the College for work unless otherwise notified by their supervisor. Normal college operations and class schedules are suspended. Employees should check back for future updates.