

**Inclement Weather/College Closing
Policy and Procedures**

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I. Philosophy and Scope

The President of Frederick Community College (“FCC” or the “College”) or their 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. Only the decision to delay or close will be communicated. It should be assumed that the College is open if there is no notification of a delay or closure.

The President will consult with the Chief of Operations when considering a decision to close or delay the opening of the College. The Chief of Operations will gather and communicate to the President the information necessary to make an informed decision related to College operations.

II. Definitions for the Purpose of this Policy and Procedures

- A. **“College closing”** refers to the closing of all buildings and offices, cancellation of all in person classes (credit and non-credit), and the cancellation of all in person scheduled non-academic activities and events at both the main campus (including the Carl and Norma Miller Children’s Center) and the Monroe Center (unless otherwise noted in the closing announcement). All virtual classes shall proceed whenever possible during inclement weather closings or delays.
- B. **“Emergency conditions”** refers to conditions that, in the determination of the President and Chief of Operations, may put the College community at risk.
- C. **“Essential Personnel”** refers to those employees designated in their job description or by the President as essential to the operation of the College during an identified period of time.
- D. **“Inclement weather”** refers to weather that is normally considered to be related to snow or ice storms, but may include extreme cold temperatures or weather warnings for hurricane or tornado activity.

III. College Closing and Delayed Opening Procedures

All College employees and students are encouraged to sign up for the FCC Alert (www.frederick.edu/fccalert) to receive the most accurate and timely announcements of College closings or delays. Announcements of College closings and delays will be communicated through:

- FCC Alert notifications (register at www.frederick.edu/fccalert)
- FCC website – www.frederick.edu
- Social Media
 - Twitter – www.twitter.com/frederickcc
 - Facebook – <https://www.facebook.com/frederickcommunitycollege>
- College Information – (301) 846-2400

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Announcements of College closings and delays will also be communicated to the following media outlets:

- Broadcast Media
 - Radio
 - WFMD-AM (AM 930)
 - WFRE-FM (FM 99.9)
 - WAFY (FM 103.1)
 - WWEG-FM (FM 106.9)
 - WTOP (FM 103.5)
 - Television
 - WRC-TV (NBC 4)
 - WTTG-TV (FOX 5)
 - WJLA-TV (ABC 7)
 - WUSA (CBS 9)
 - WBAL-TV (NBC 11)
 - WJZ-TV (CBS 13)
 - WDVM-TV (Ch. 25)

- A. A decision **to close** the main campus and Monroe Center for the entire day will be communicated by 5:30 a.m. or as changing weather conditions warrant.
- B. A decision **to delay** opening the main campus and Monroe Center until 11:00 a.m. or 5:00 p.m. will be communicated by 5:30 a.m. or as changing weather conditions warrant.
 - 1. Buildings will be unlocked one half-hour before the announced start time.
 - 2. Classes that are scheduled to start before a delay will not meet, unless the instructor has communicated to the students that they are to report to class at the delayed opening time.
- C. A decision **to close** the main campus and Monroe Center during the day or evening will be communicated in as timely a manner as conditions warrant.
- D. If FCC is open and an FCC class is held at an off-campus location that is closed, such as an FCPS site, the class is cancelled. If the off-campus location is open, but FCC is closed, the class at the off-campus location is cancelled, with the exceptions noted in Sections E and F below. Students should check with their instructors.
- E. Students enrolled through FCC and attending classes at a partnering institution will follow that institution's policy for delays/closings.

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- F. Allied Health students participating in a clinical off campus may still need to report to their location (students should check their class Blackboard site to confirm). Students enrolled in other specific off-site programs, such as Continuing Education and Workforce Development Allied Health clinicals, may not have access to Blackboard announcements. These students should follow specific instructions provided in advance by their program manager or teacher about how inclement weather closures and delays will impact expected attendance.
- G. Virtual courses shall proceed whenever possible during inclement weather closings or delays (students should check their class Blackboard site to confirm).
- H. Weather conditions can deteriorate unexpectedly. Students and staff should check the FCC website, www.frederick.edu, for the latest information prior to coming to the main campus or the Monroe Center. FCC students and employees are encouraged to sign up for the FCC Alert announcements at www.frederick.edu/fccalert to receive timely alerts and information notifications.
- I. When it is determined that the College is open, all employees are expected to report to work. However, the College recognizes that individuals are the best judge of their own safety when deciding whether or not to travel during inclement weather.

If a non-faculty employee determines that it is unsafe for them to travel to work, they should notify their supervisor. Employees who are eligible and have been approved for [telework](#) may work remotely with their supervisor's approval. Employees eligible for annual or personal leave may use their leave under these circumstances.

If a credit full-time or adjunct faculty member determines that it is unsafe to travel to class because of inclement weather, they may choose to cancel or reschedule the class. In such cases, the full-time or adjunct faculty member is responsible for communicating directly to the students via Blackboard. Text and/or email may be used as a secondary notification. Both full-time and adjunct faculty must notify their Academic Office Manager, Department Chair (if applicable) and Associate Vice President/Dean.

If a CEWD adjunct faculty member determines that it is unsafe to travel to class because of inclement weather, they must notify their Program Administrator, Administrative Associate, or Program Manager.

- J. All College employees designated as essential personnel are required to report to work as scheduled, or remain at work as directed by their supervisor.