

PROCEDURE:

3.3.11p1. Severe Inclement Weather

Revised: May 21, 2008; June 17, 2009; May 19, 2010; May 18, 2011; May 15, 2013; May 20, 2015; May 18, 2016; May 16, 2018; May 15, 2019; May 24, 2023

Last Reviewed: May 21, 2008; June 17, 2009; May 19, 2010; May 18, 2011; May 16, 2012; May 15, 2013; May 21, 2014; May 20, 2015; May 18, 2016; May 17, 2017; May 16, 2018; May 15, 2019; May 20, 2020; May 19, 2021; May 18, 2022; May 24, 2023

Adopted: May 16, 2007

I. PURPOSE

This procedure outlines responsibilities and details for severe inclement weather. Ogeechee Technical College (OTC) strives to provide continuity of operations with regard to employees, students, volunteers, visitors, vendors and contractors. Emergency situations which pose potential threats to life, health and property, including those resulting from natural hazards or man-made and technological hazards may occur which warrant the closure or interruption of operations of any OTC work under the direction of recognized federal, state or local authority. In this event, the college shall develop plans and procedures detailing the management, notification, employee responsibilities and securing facilities during closure or interruption of operations. The President is directed to develop procedures necessary to implement the provisions of this procedure.

II. RELATED AUTHORITY

State Board Policy 3.3.11. Severe Inclement Weather
TCSG Procedure 3.3.11p. Severe Inclement Weather
O.C.G.A. 20-4-1
O.C.G.A. 45-20-16(A)

III. APPLICABILITY

This procedure applies to all employees, students, volunteers, visitors, vendors, and contractors of Ogeechee Technical College.

IV. DEFINITIONS

Natural Hazards: Natural hazards which may pose potential threats to life. Health and property include but are not limited to: severe and extreme weather and climate events including drought, tornado, hurricane, air pollution, wildfire, flooding, lightning, thunderstorm, strong wind, heavy rain or snow.

Man-made or Technological Hazard: Man-made or Technological hazards which may pose a potential threat to life, health and property include but are not limited to: hazardous materials, utility service interruption, unlawful or disruptive activity, and damage to physical facilities.

V. ATTACHMENTS

None.

VI. PROCEDURE

If existing or imminent weather conditions are sufficiently severe to warrant not opening, opening late, or closing early a campus or workplace, employees directly affected by such conditions will be excused from duty without loss of pay or use of leave.

As determined by the President, employees who are late in arriving to duty or request early release from duty due to severe weather conditions, when the work place has maintained normal operating hours, may be permitted to (1) make up time lost from work, (2) charge it to accrued compensatory time, or (3) charge it to accrued annual leave. Otherwise, the time lost will count as leave without pay.

The President, or designee, shall make the determination to close the facilities in case of severe inclement weather or other emergency conditions, and will notify the Commissioner.

Employees on a regular day off or otherwise not affected when their office or work place is closed because of severe weather conditions shall not receive additional time off or other considerations because of the closing.

Should the College be forced to close due to inclement weather or other circumstances, radio and television stations will be contacted and notification will be placed on www.ogeecheetech.edu. In addition, a message will be sent over the OTCAlert mass notification system to advise employees and students of the circumstances and what actions to take. Faculty, staff, and students can also listen to the following stations in their area for announcements.

TELEVISION	FM RADIO		AM RADIO
Northland Cable, 2	WIXV 95.5	WJCL 96.5	WPTB 850
WSAV TV 3, 3.1	WQBT 94.1	WMCD 107.3	WSOK 1230
WTOC TV 11, 11.1	WHKN 94.9	WPMX 102.9	WWNS 1240
WJCL TV 22, 2.1	WAEV 97.3	WZBX 106.5	WTKS 1290
WTGS TV 28			WSYL 1490

VII. RECORD RETENTION

N/A