

Inclement Weather Procedures

The following is the College's procedure (Policy No. 1/3) during inclement weather:

- A. In the case of inclement weather or other emergency, the president, in conjunction with the Academic Vice President, will make the decision to cancel classes. Once the decision to cancel classes has been made, the president will notify the Vice President for Institutional Advancement, Vice President for Student Services and Enrollment Management, and the Vice President for Business and Finance.

The president's immediate staff will be responsible for notifying appropriate department personnel. The vice president for Institutional Advancement will be responsible for notifying radio and television media regarding the cancellation of classes.

In the case of the president's absence or inability to perform this duty, succession of duty for this determination will be the president's designee.

The need to meet the academic calendar will be a major concern in making this decision. Any decision to cancel classes or delay opening is made by 6 a.m. and is communicated to the media.

- B. If the College is officially closed, employees will not come to work and will not be required to take annual leave. Campus Police and/or Physical Plant personnel or other employees may be required to work in some situations. Any employees required to work will be notified by their supervisors. Employees should listen to the radio or watch a local TV station: WMC (FM100); WMC (AM79); WMC TV (Channel 5) to find out whether the College will be open or closed.
- C. Separate decisions will be made for day, evening and weekend classes.
- D. If the College is officially open, yet employees do not feel safe traveling to work, they may take annual leave or leave without pay. In this situation, employees should call their supervisor to inform him or her that they will not be coming to work.
- E. Southwest Emergency Messaging System

Southwest Tennessee Community College, in partnership with Rave Wireless, offers an emergency email and text-messaging service to students, faculty and staff called the *Southwest Emergency Messaging System*. These options will only be used in the event of an on-campus emergency, an unscheduled College closing, or a delay of or cancellation of classes due to, for example, severe inclement weather. Students, faculty, and staff can sign up for the service voluntarily. **Southwest encourages all faculty, staff, and students to sign up for this service because of the speed with which email and text messaging will enable them to receive emergency information from College authorities.** There is no charge for signing up, however, standard text messaging rates apply. To sign up, go to: www.southwest.tn.edu/ems