

MEMORANDUM

TO: Garrett College

FROM: Josephine Gilman
Dean of Administration

DATE: October 27, 2011

RE: **Procedures for Garrett College and CARC delayed openings/closings due to Inclement Weather**

The following is the order of delegation of responsibility for managing inclement weather delays and closings:

MONDAY THROUGH FRIDAY:

Step 1: Randy Murphy, Coordinator of Grounds and Transportation - will call Josephine Gilman, Dean of Administration at around 5:30 a.m. and inform her of a proposed delayed opening or closing of the College Campus (including the CARC). Once approved, Randy Murphy will contact Security at 240-321-5799 to send out the notification.

Please Note: If Randy Murphy is not available; the following individual will serve as a substitute:

- Coordinator of Security- Shelley Menear

Administrators – in the absence of the primary notifier, please note: If inclement weather is anticipated and you know that you will be out of town or unavailable to make a decision; please inform the Security Office ahead of time.

Step 2: Security Personnel will update the Garrett College Weather phone line - (301) 387-3198 and will utilize the Emergency Notification System as well as phone designated Radio and Television stations to inform them of the appropriate campus delayed opening/closing information.

Step 3: Marketing and Enrollment Management (Linda Stevanus) will place a banner message on the Garrett College website.

WEEKENDS – SATURDAY AND SUNDAY:

George Brelsford, and in his absence, Julie Yoder, will be responsible for making decisions regarding campus delayed openings/closings on the weekends.

Step 1:

George or Julie will call on-duty campus security at 240-321-5799.

Step 2: See Step 2 above.

Garrett College has implemented the following class cancellation policy in order to serve the students, faculty, and staff. The College administration will use its best judgment in determining when classes should be cancelled or the College closed. Since Garrett County covers a large area in square miles, weather and/or road conditions may vary. Therefore, **the final judgment on traveling to class or work shall be the responsibility of the individual student or the employee, but college expectations for work and study will be uniform.**

When classes are cancelled, the following possibilities will exist:

Announcement	Interpretation of the Announcement**	Announcement Deadline
Closed	Only essential employees report to work.	6.30 a.m.
College opens at 10:00 a.m.	Employees report at 10:00 a.m.* Classes with a start time at 10:00 a.m. or later meet as scheduled.	6.30 a.m.
Morning classes cancelled	Employees report at 12:00 noon.* Classes with a start time before 12 p.m. will not meet. Classes that start at 12:00 p.m. or later will meet as scheduled.	8:00 a.m.
Afternoon classes cancelled	Classes with a start time of 11:50 a.m. to 4:30 p.m. will not meet. All other classes (morning as well as evening) will meet as scheduled.	10:00 a.m.
Evening classes cancelled	Classes with a start time after 4:30 p.m. will not meet.	3:00 p.m.

* Classes with a start time before these times will resume when the college opens at the discretion of the instructor. Please see your instructor for their expectation.

**Please note that only essential employees are to be on GC Property during any of the above closing times.

Announcements will be broadcast over the following media formats:

WWHC (92.3 FM)	WKGO (106 FM)	WMSG (1050 AM)
WFRB (105.3 FM)	WQZK (Q94 FM)	WTBO (1450 AM)
WKMM (96.7 FM)	WAIJ (90.3 FM)	WVAQ (101.9 FM)
WKHJ (104.5 FM)	WDTV-5 Bridgeport, WV	WROG (102.9 FM OR 1230 AM)

www.garrettcollege.edu

GC Weather-Info Hotline: 301-387-3198

EMERGENCY NOTIFICATION SYSTEM:

As we look to improve services to the campus community, we have added an emergency notification system. This system will allow our security staff to notify the campus community of emergency situations as well as school closings due to inclement weather. This system is free to you (except what your cell phone carrier may charge for the text message). In order to take full advantage of this system, please follow directions:

1. Click on the following link: <http://www.e2campus.com/my/garrettcollege/>
2. (Click) I Need to Create an Account
3. Create a User Name and Password (Write it down as you will need it later)
4. Insert your cell phone number in the box marked "Mobile Phone"
5. Select your mobile phone carrier
6. Opt-out date: Dec 31, 2013
7. Select the group most applicable to you (for example: students, staff, etc.)
8. (Click) Box Agree to Terms and Services
9. (Click) Create Account
10. You will receive a text message on your cell phone that will include a code. Go back to the website and enter the code in the Validation box to complete your registration.

** If you want to also receive notification via email, this system allows you to add your email address as well.

Thank-you!