## **Inclement Weather and Campus Closure Information**

Sign up for <u>CCAlert</u>, an emergency text-messaging system for alerts on campus emergencies and weather related campus closures.

## Weather-related closings

In the event of inclement weather, Columbia College administrators consider multiple factors when deciding on a weather delay or closing, including conditions on our campus and on area roads, as well as the most recent weather projections. If Columbia College is open, classes will be held and no special announcement will be made. All employees should report to work or request appropriate leave, and all classes should meet.

For the most reliable closing and reopening information, members of the Columbia College community and visitors should refer to these <u>official sources of information</u>:

- "CCAlert" will be activated (notification by phone, text message, and email) Registering for CCAlert)
- Call 209-588-5100 for recorded information
- Visit MyMotherLode.com
- Visit the homepage of the College website www.gocolumbia.edu

Weather and road conditions are not the same in every area where students, faculty, and staff live, so the decision as to whether it is safe to travel must ultimately rest with each individual. Faculty are encouraged to arrange a system for communicating to their students should it be necessary to cancel class, and to be mindful that not all students will attend class based on conditions in their home areas. If the situation appears to be unacceptably hazardous in an employee's home area, and they are unable to come in while the college remains open, the employee should use accrued annual, personal, or compensatory leave to cover lost time.

When the College <u>opens late</u> or <u>closes early</u>, students should attend their classes that are taking place during open times.

- For example, if the College opens at 10 a.m., all classes scheduled to start <u>before</u> 10 a.m. would be cancelled.
- Students should always check with their instructor and are encouraged to use the established class communication method.

**Exam schedules -** In the event of a closing during a scheduled exam week - detailed information on revised exam times will be provided by the college as soon as possible after the weather disruption.

Access to the Columbia College Campus will be restricted prior to the announced opening time. Facilities and Campus Safety personnel work hard to make the campus safe to open. Additional traffic and requests to open buildings inhibit the ability to clear roads and prepare the campus for a safe opening. Please do not arrive until just before the scheduled opening time as access to buildings may not be available.

If you have questions during regular business hours, please contact (209) 588-5100. After hours, please contact (209) 588-5167