

3.3.11. Oconee Fall Line Technical College Severe Inclement Weather Procedure

Decisions regarding conditions affecting Oconee Fall Line Technical College shall be made by the President, or designee, with notice to the Commissioner of the Technical College System of Georgia. Notice of closings or delayed openings shall be made to employees and students by use of available means, including email, messaging, and through appropriate media outlets. Messages may be sent through the College's Mass Notification System (MNS). Notification via MNS will be initiated by the Vice President of Facilities, Planning, and Research, or the Chief of Safety and Security.

The conditions on all campuses and in surrounding areas are monitored very closely during inclement weather. The OFTC Emergency Operations Plan outlines the protocol and variables to consider when assessing the need to adjust the opening/closing of OFTC campuses. The OFTC Emergency Operations Plan is located on the college's SharePoint site and is accessible by all employees.

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

OFTC closures or delayed openings will be published on the College's marquee signs, website and social media forums, if available. Also, announcements will be made by area television stations.

The OFTC Executive Director of Marketing/Public Relations shall have the responsibility of publishing and disseminating information to the various media outlets including social media forms.

Adopted: March 19, 2015

Reviewed: March 17, 2016; March 23, 2017, February 25, 2019

Revised: February 12, 2018