

Procedure 4.1517

Weather Emergencies & Inclement Weather – Comprehensive Emergency Management Plan

In case of impending and/or threatening weather:

1. While you are at work/school:
 - a. Listen for broadcasts over the college intercom system.
 - b. Observe postings on the digital sign in front of the college
 - c. Decisions will be made in a timely manner to close the college.
 - d. Division chairs will be contacted by phone or in person with specific instructions.
 - e. The chairs shall be responsible for notifying their staffs.
2. If threatening weather is about to affect the campus with limited advance warning:
 - a. Close all windows and doors in your immediate work area.
 - b. Go to an inner hallway or room as close to the center of the building, as possible.
 - c. Sit on the floor and wait for further instructions.
 - d. Do not attempt to go back to your work area or leave the campus
 - e. Buildings 1 & 5 – occupants should go to the bottom floor of their building and follow the above procedures in a-d above.
 - f. Buildings 2,3,4,8,9,10, 11, & 12 should go into a room in the center of the building and follow a-d above
 - g. Buildings 6 and 10B should go into Building 10, and follow a-d above
 - h. Building 7 should go into Building 4, and follow a-d above
 - i. Building 8A should go into building 9, and follow a-d above
 - j. The Skills Center should follow a-d above.
3. If you are at home and severe weather conditions have been forecast, your division chair will contact you by phone and advise you of your work schedule, OR you can find out delays and closings via local television stations.
4. The following media outlets will broadcast college operational schedules:
 - a. Television
 - i. WITN TV-Washington
 - ii. WNCT TV-Greenville
 - iii. WCTI-New Bern
 - iv. WFXI (FOX) 8 & 14-Greenville and Morehead City
 - b. Radio
 - i. FM 107.9
 - ii. FM 95.1
 - iii. FM 93.3
 - iv. FM 103.3
 - v. FM 95.9
 - vi. FM 99.5

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- vii. FM 101.9
- viii. FM 88.5

Information supplied to the above listed FM stations is automatically relayed and announced on their AM parent stations. Information on our operational schedules is also available via the BCCC website. Conditions will vary in different parts of our service area. If all media options are out of service, use your best judgement or stay home.

References

Legal References: *OSH Act of 1970 – General Duty Clause, Section 5*

SACSCOC References: *CS 3.11.2*

Cross References:

History

Senior Staff Review/Approval Dates: *11/9/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *11/9/2015*