

Staff/faculty members who are not presently in classrooms or in their offices at the time of the alarm should report to their Department Chairperson for accountability and be available to provide assistance as needed.

## **I-33.5 Severe Weather/Emergency Conditions/Inclement Weather Policy**

### **I-33.5.1 College Schedule Changes**

In the event of severe weather conditions, the Vice President for Facilities and Support Services, the Vice President for Legal and Administrative Services, and the Director of Public Safety and Security will coordinate with the College President to make decisions to close the College or revise operating hours. The Vice President for Legal and Administrative Services will then be responsible for notifying members of Executive Council and direct reports of the President. Individuals contacted are to notify appropriate supervisory personnel/employees in their areas to inform them of changes to the College Schedule due to severe weather/emergency conditions.

The Marketing and Public Relations office will place severe weather/emergency information on the College website and social media. The Executive Director for Marketing and Public Relations will send out an "All at Fayetteville" message to staff and faculty and will coordinate with Student Services to send a notification to students. The Director of Public Safety and Security will send out a text message and notify appropriate media outlets specifying closure/delay information. ITS will place a phone message on the College switchboard, 678-8400, specifying closure/delay information.

If the College is closed, only those staff members designated as essential personnel, i.e. Security, will be expected to report to work. In the event that conditions allow for classes to begin on a delayed schedule, regularly scheduled classes will begin at the hour designated.

Public service announcements will inform staff, faculty, students, and the community of the changes in the College schedule due to severe weather/emergency conditions. The following media will be requested to broadcast information about College closings. An attempt will be made to contact all the radio and television stations listed.

Tune in to the following radio/TV stations for the latest information on the closings or revision of the College operating hours (see chart on next page).

**The following media will be requested to broadcast and post information on closing or revision of College operating hours.**

TV Stations	Radio Stations	Newspaper	FTCC
WRAL (TV 5) WTVD (TV 11) WNCN (TV 17) NEWS 14	<u>Beasley Broadcasting</u> WKML 95.7 FM WFLB 96.5 FM WZFX 99.1 FM WAZZ 1490 AM WTEL 1160 AM  <u>Cumulus Broadcasting</u> WQSM 98.1 FM WRCQ 103.5 FM WMGU 105.7 FM WFNC 640 AM  <u>Other</u> WFAI 1230 AM	The Fayetteville Observer	Website Student G-mail Text Message

### **I-33.5.2 Tornadoes/Severe Thunderstorms/Hurricanes**

- (1) A tornado watch or severe thunderstorm watch is issued when there is a possibility of tornadoes or severe thunderstorms in the area. These could be upgraded to a tornado or severe thunderstorm warning at any time. A tornado warning means a tornado has been sighted in the area and immediate shelter should be sought. The College Mass Notification System may be activated informing all campus personnel of the current situation. This may include use of the following means:
  - a. Outlook
  - b. Interior/exterior speakers
  - c. Security Officers
  - d. Phone calls from Security personnel
- (2) Upon notification of a tornado warning, instructors should instruct students to position themselves in a curled position facing an interior wall; keep students away from windows. Interior walls offer a greater degree of protection. A hallway in a building that does not have windows can also be used for protection. If available, coats and jackets can be used to cover heads, arms, and legs as a means of protection from flying debris. Desks and other large pieces of furniture, which can be crawled under, offer some protection. Employees should follow the same directions. Instructors should maintain accountability for all students in their