



# Winter Weather Appendix

## Winter Weather Closure Protocol

The Winter Weather Decision and Action Guidelines below will be followed for all winter weather events impacting the District. Closure and delay determinations may also be made at the discretion of the Chancellor outside of these guidelines.

Most winter weather closing decisions will be made the evening before or in the early morning hours prior to the impact of a weather event; however, the decision to close the institution may be made during the regular class/work day if warranted.

Only the Chancellor or designee is authorized to close, delay opening, or accelerate the end of the class day.

## Winter Weather Decision and Action Guidelines

### **120 Hours – 48 Hours: National Weather Service issues Winter Weather Outlook**

**Actions:** Safety & Emergency Management forwards the National Weather Service (NWS) regional briefing to the Winter Action Team members, which are comprised of Vice Chancellor for Administration & General Counsel, Vice Chancellor for Real Estate & Facilities & Vice Chancellor for Communications and External Affairs, Police Department and Facilities Department.

Winter Action Team advises Chancellor and other CELT members as instructed.

## 48 Hours – 12 Hours: Winter Weather Watch/Moderate Forecast Confidence

**Actions:** Safety & Emergency Management forwards the National Weather Service (NWS) regional briefing to the Winter Action Team.

- Winter Action Team updates the Chancellor
- Vice Chancellor for Administration & General Counsel updates Executive Vice Chancellor & Provost and other Vice Chancellors of impending potential weather impact
- Executive Vice Chancellor & Provost updates Campus Presidents of impending potential weather impact

## 12 Hours – Impact: Winter Weather Warning or Advisory

**Actions:** Facilities Operations personnel start mitigation actions to reduce snow and ice impact to campuses

- Safety & Emergency Management checks with Fort Worth NWS Office for latest update
- Facilities and Police Department coordinate together the current status of campus conditions to include sidewalks, walkways, parking lots, and road conditions into the campuses.
- Conference call to determine operational status of the District
- Call Attendees:
  - Chancellor
  - Winter Action Team
  - Director of Safety & Emergency Management

**Actions:** Decision is made to close/delay/continue District operations

- Vice Chancellor for Communications and External Affairs in conjunction with Safety & Emergency Management composes official message and makes the following notifications:
  - Web Communications to post message on the district's website and official social media outlets
  - Safety & Emergency Management to send the message using myTCC alerts
  - Public Relations & Marketing to notify media outlets
- Vice Chancellor for Administration & General Counsel notifies:
  - Executive Vice Chancellor & Provost
  - Other Vice Chancellors
- Executive Vice Chancellor & Provost notifies:
  - Campus Presidents

## After Impact

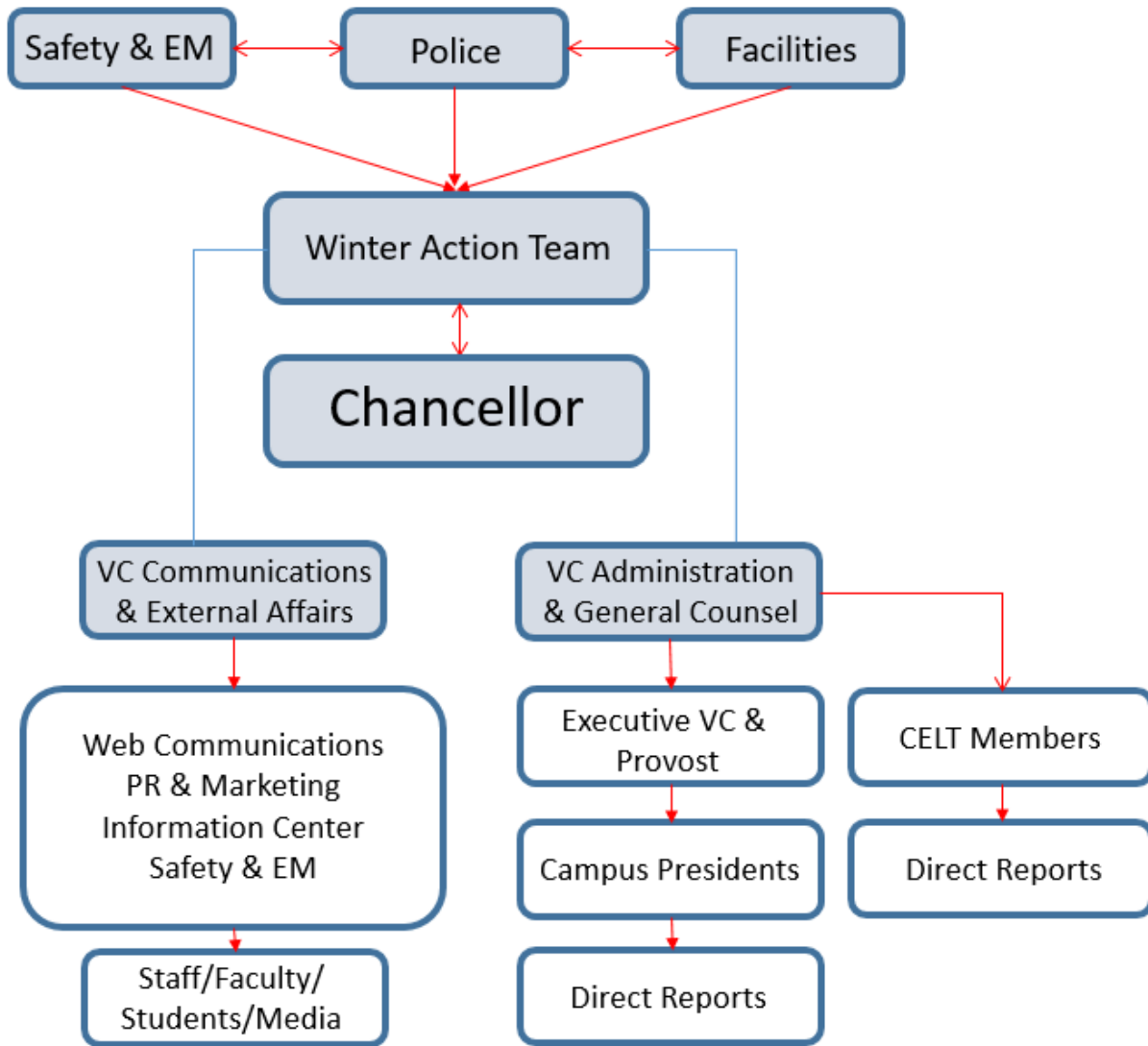
## Winter Weather has Severely Impacted the District

**Actions:** Conference call on the current status of operations will need to occur each day the District is closed or more often as the Chancellor directs.

- Safety & Emergency Management checks with Fort Worth NWS Office for latest update
- Facilities Operations personnel continue actions to reduce snow and ice impact to campuses
- Facilities and Police Department coordinate together the current status of campus conditions to include sidewalks, walkways, parking lots, and road conditions into the campuses.
- Conference call to determine operational status of the District

- Call Attendees:
  - Chancellor
  - Winter Action Team
  - Director of Safety & Emergency Management
- Decision is made to remain closed, delay opening, or open District operations
- Vice Chancellor for Communications and External Affairs in conjunction with Safety & Emergency Management composes official message and makes the following notifications:
  - Web Communications to post message on the district's website and official social media outlets
  - Safety & Emergency Management to send the message using myTCC alerts
  - Public Relations & Marketing to notify media outlets
- Vice Chancellor for Administration & General Counsel notifies:
  - Executive Vice Chancellor & Provost
  - Other Vice Chancellors
- Executive Vice Chancellor & Provost notifies:
  - Campus Presidents

## Winter Weather Decision and Action Guidelines Flow Chart



Conference Call Participants:

Winter Action Team members

**NOTE:**

**CELT members & Department/Division Administrators MUST establish their own call chain**

All employees shall report to work during inclement weather unless the College District is officially closed. Official closings shall be announced on radio and television stations, and a taped message shall be put on each College District switchboard.

An employee who does not report during inclement weather, when the College District is open, shall be counted as absent from work. The employee may request the use of vacation or personal business leave to cover the time away from work. The request shall be subject to administrative approval the same as any other request for leave.

An employee who is on sick leave, vacation, personal business leave, or bereavement leave on a day when the College District is officially closed shall not have that day deducted from accumulated leave.

An employee choosing to come to work on days when the College District opens late or is closed early because of inclement weather shall be paid for a full, eight-hour day and should enter a full day on time cards. Persons choosing to be away from work on such a day and who charge the day to vacation, personal business leave, sick leave, or compensatory time shall be charged for the entire eight hours.