



NO. 3077 WINTER WEATHER POLICY

- 1.0 **POLICY STATEMENT.** Oklahoma City Community College (OCCC) prioritizes the safety and well-being of its community members during adverse weather conditions, specifically snowfall and ice events. By adhering to this comprehensive Winter Weather Policy, OCCC aims to prioritize the safety and well-being of its community members while minimizing disruptions to academic and operational activities during adverse weather conditions, particularly snowfall and ice events.
- 2.0 **SCOPE.** This Winter Weather Policy encompasses decision-making, communication, operational aspects, and outlines alterations to college operations. Weather resources will be monitored by Campus Police Emergency Management, with information gathered from various sources to ensure accurate and timely decision-making.
 - 2.1 Decision-Making Authority: The President or their designee holds the authority to make decisions regarding winter closures and abatement measures, considering weather forecasts, road conditions, and relevant factors. The Chief of Police, also holding the pivotal role of Chief Safety Officer, possesses the ultimate authority to determine the commencement and conclusion of ice and snow removal operations.
 - 2.2 Communication Channels: Closure and abatement decisions will be promptly communicated through various channels, including the OCCC official website, email notifications, local media outlets, social media platforms, and campus-wide announcements.
 - 2.3 Criteria for Closure: Closure decisions will be based on severe weather warnings, road conditions, and safety risks for students, faculty, staff, and visitors.
 - 2.4 Abatement Measures: OCCC will implement abatement measures, including snow removal, de-icing agent application, and coordination with local authorities for road maintenance.
 - 2.5 Communication Timeline: Closure decisions will be made as early as possible, with efforts to decide by 5 a.m. for daytime classes and 2 p.m. for evening classes.
- 3.0 **ALTERATIONS TO COLLEGE OPERATIONS**
 - 3.1 Partial Closure: Some student-facing positions may be required to be on campus, while other entities shall transition to remote work/learning.
 - 3.2 Delayed Opening/Early Closure: The timing of the weather event allows work/classes to operate under normal conditions before or after. Operations

may transition to remote work/learning during predetermined closure times or close/cancel entirely to ensure safe travel times to or from campus(es).

3.3 Remote Work/Learning Campus Closure: Closure is based on current and future inclement campus conditions. Operations will be conducted via remote work/learning.

3.4 Full Closure: Closure is based on current and future inclement campus conditions. Exigent conditions exist which make remote work/learning impractical due to widespread natural disaster damage or power outages.

3.5 Closure Exemptions: When OCCC is closed, all on-campus activities and events are canceled. Only by explicit exception from the OCCC President or Executive Vice President may events or activities occur during a campus closure.

4.0 WEATHER MONITORING AND DECISION-MAKING PROCESS:

4.1 Weather Resources: Weather resources will be monitored by Campus Police Emergency Management. General information is available, including historical and current data for Oklahoma County provided by the National Oceanic and Atmospheric Administration (NOAA) in consultation with the National Weather Service Norman Forecast Office. Additional data is analyzed from Oklahoma Mesonet station observations including surrounding counties, available radar products, storm spotters and road condition reports.

4.2 Inclement Weather Recommendations: Inclement weather recommendations will be provided based on an approved matrix, which considers factors such as risk categories and the likelihood of hazards, in conjunction with Advisories, Watches, and Warnings issued by the National Weather Service.

4.3 Rationale: Matrix decisions are made based on predictions of the National Weather Service. Meteorologists will admit winter weather and precipitation is the hardest to forecast. The variables of time, temperature and location greatly depend on actual conditions determining amounts, type of precipitation, and associated hazards observed.

4.4 Timeline: The decision-making process should include the maximum amount of lead time for closures. Decisions announced 8 to 10 hours before an event may be premature; however, in the interest of safety, a closure or remote/virtual operations can be justified. It should also be recognized that 1 to 2 hour notice of closure may be required as conditions quickly change. Due to the inherently uncertain nature of the weather patterns, the timing of a campus closure weighs heavily into the projected patterns, models, and forecast of the weather event.

5.0 CAMPUS POLICE RESPONSIBILITIES. Campus Police play a critical role in ensuring campus safety during adverse weather, specifically ice and snowfall. Their responsibilities include:

5.1 Early Monitoring and Assessment: Actively monitoring weather forecasts, road conditions, and campus conditions during potential ice and snowfall.

- 5.2 Collaboration with Local Agencies: Establishing communication channels with local law enforcement and relevant entities for information on road conditions.
- 5.3 Campus Patrols: Conducting regular patrols during ice and snowfall, focusing on parking lots, walkways, and building entrances.
- 5.4 Communication with Decision-Making Authority: Communicating observations and assessments promptly to the decision-making authority for closure and abatement decisions.
- 5.5 Emergency Response and Assistance: Being prepared to respond to emergencies related to weather conditions and coordinating with local emergency services.
- 5.6 Communication with the Campus Community: Playing a key role in communicating closure decisions and safety information to the campus community.
- 5.7 Training and Preparedness: Receiving regular training on procedures related to monitoring and responding to ice and snow conditions.
- 5.8 Documentation and Reporting: Maintaining accurate records of weather-related incidents, patrols, and responses for analysis and planning.

6.0 **FACILITIES MANAGEMENT RESPONSIBILITIES.** Facilities Management ensures the safety and accessibility of the campus before, during, and after snow and ice events. Their responsibilities include:

- 6.1 Snow and Ice Removal Procedures: Developing and implementing comprehensive snow and ice removal procedures, prioritizing high-traffic areas.
- 6.2 Equipment and Resources: Ensuring the availability and proper maintenance of snow removal equipment and coordinating with Campus Police for real-time updates.
- 6.3 Treatment Measures: Proactively applying de-icing agents to prevent or clear ice accumulation on key pathways.
- 6.4 Coordination with Campus Police: Collaborating closely with Campus Police for a timely response and adjustment of snow removal strategies.
- 6.5 Timely Response to Incidents: Responding promptly to weather-related incidents to minimize disruptions and ensure a safe environment.
- 6.6 Communication with Decision-Making Authority: Providing regular updates to the decision-making authority on the status of snow and ice abatement efforts.
- 6.7 Training and Preparedness: Staff receiving training on snow removal equipment usage, safety protocols, and efficient abatement techniques.
- 6.8 Documentation and Reporting: Maintaining accurate records of snow and ice abatement activities for post-incident analysis and future planning.
- 6.9 Collaboration with Other Departments: Collaborating with other departments for a coordinated response to weather-related challenges.

- 7.0 MARKETING AND PUBLIC RELATIONS RESPONSIBILITIES. Marketing and Public Relations play a vital role in ensuring effective communication during adverse weather conditions. Their responsibilities include:
- 7.1 Prepared Weather Emails: Developing and maintaining prepared weather emails to be disseminated immediately to the campus community in the event of closures or abatement measures.
 - 7.2 Communication Channels: Ensuring that closure and abatement decisions are promptly communicated through various channels, including the OCCC official website, email notifications, local media outlets, social media platforms, and campus-wide announcements.
- 8.0 EXECUTIVE LEADERSHIP TEAM COMMUNICATION. Facilitating communication between the Executive Leadership Team and their respective departments, ensuring they are apprised of adverse weather conditions and expectations.
- 8.1 Remote Work Preparedness: Communicating the importance of remote work preparedness to all departments, including the Executive Leadership Team, to ensure they have all required materials and equipment for remote work if the need arises.

Effective: 03/05/2024

Winter Weather MATRIX

	Blizzard	Winter Storm	Ice Storm	Wind Chill
Warning	Closure	Closure	Closure	Possible Closure
Advisory	N/A	Closure	N/A	Normal Operations
Watch	N/A	Possible Closure	N/A	Normal Operations

Blizzard:

Warning - A Blizzard Warning means that the following conditions are occurring or expected within the next 12 to 18 hours.

- Snow and/or blowing snow reducing visibility to 1/4 mile or less for 3 hours or longer.
AND
- Sustained winds of 35 mph or greater or frequent gusts to 35 mph or greater.

Winter Storm:

Warning - A Winter Storm Warning is issued when a significant combination of hazardous winter weather is occurring or imminent. Significant and hazardous winter weather is defined as a combination of:

- 5 inches or more of snow/sleet within a 12-hour period or 7 inches or more of snow/sleet within a 24-hour period;
AND/OR
- Enough ice accumulation to cause damage to trees or power lines;
AND/OR
- A life-threatening or damaging combination of snow and/or ice accumulation with wind.

Advisory - A Winter Weather Advisory will be issued for any amount of freezing rain, or when 2 to 4 inches of snow (alone or in combination with sleet and freezing rain) is expected to cause a significant inconvenience, but not serious enough to warrant a warning.

Watch - A Winter Storm Watch is issued when there is the potential for significant and hazardous winter weather within 48 hours. It does not mean that significant and hazardous winter weather will occur; it only means it is possible. Significant and hazardous winter weather is defined as a combination of:

- 5 inches or more of snow/sleet within a 12-hour period or 7 inches or more of snow/sleet within a 24-hour period;
AND/OR
- Enough ice accumulation to cause damage to trees or power lines;
AND/OR
- A life threatening or damaging combination of snow and/or ice accumulation with wind.

Ice Storm

Warning - 1/4 inch or more of ice accumulation.

Wind Chill

Advisory - A Wind Chill Advisory is issued when wind chills of -5F to -19F are expected.

Warning - A Wind Chill Warning is issued when wind chills of -20F or lower are expected.