

Inclement weather procedures:

In the event of inclement weather the College will either:

- (1) **Cancel all classes** with faculty and staff reporting to work

Or

- (2) Invoke an **emergency close** where the entire college is closed and no one is to report to work.

The College commits to posting information no later than 6:00 a.m. on the days that are impacted. If you are unsure of the closing status please contact your immediate supervisor. As always, faculty, staff, and students should use their discretion concerning their safety and the condition of the roads they will have to travel. If the situation does not warrant an emergency closing, faculty and staff not reporting to work should contact their immediate supervisor to inform him/her of the situation. Those who do not report to their workplace will need to take leave for the time missed.

The College utilizes multiple media sources to inform student, faculty and staff of the closing status. Since some of the media systems use automated processes the College cannot always post a complete message as stated above (i.e. WBKO will allow the message of (1) closed, (2) one hour delay, or (3) two hour delay). The College will also attempt to send out a cell phone text message through the student messenger alert. Only those signed up for the service will get the message. You can sign up at <https://www.kctcs.edu/snap>. As in the case of the media, this message will also be very brief due to the way the system is set up and will probably only announce the closing or delay status of the College and its campuses.

Therefore in the case of inclement weather all faculty and staff will need to do one of the following:

- Call our weather phone line at 901-1100 for a complete message.
- Visit the College website at <http://www.bowlinggreen.kctcs.edu> for complete information.
- Check your e-mail, as the College will also attempt to send an email to all faculty, staff and students with complete information regarding the closing or delay status.

Thank you for your understanding concerning these procedures.