

8a. Inclement Weather Policy and Procedure

- *Corrected 5/97*
- *Reviewed 7/17*

Policy

In the event of inclement weather (ice, snow, etc.), LCC Head Start/EHS/ECEAP program will follow appropriate steps to ensure the safety of our children and families. The program will follow School District schedules based on site location as well as Lower Columbia College closure procedures. School Districts include: Longview, Kelso and Castle Rock.

Procedure

An announcement of class closure or late start will be made after 6:00AM and no later than 1 hour before class is scheduled to start (unless a School District is delayed in notification). In the event of a late start (determined by individual School Districts), each program model will abide by the following:

- AM Part-Day: Canceled
- PM Part-Day: Remain open
- Full-Day: Late start (start times will vary)
 - Supervisor will communicate varied start times with Program Director and Computing Support Specialist

Announcements of class closures will be made through the following notification channels:

- Flash alert website (T.V and Radio stations will be notified from this site directly)
- Program Facebook page
- Program Voicemail System

The Computing Support Specialist will update Flash Alert and Program Facebook page based on School District notification. Notification will contain site and/or individual classroom information.

The Program Assistant will update the program voicemail.

If off-site classes are canceled based on school district decision, staff are still required to report to work if Lower Columbia College is open and must communicate with supervisor if they wish to take personal leave, vacation or leave without pay. Part time staff are to work with their supervisor

If LCC campus is closed due to inclement weather, staff will need to follow the procedures and policies outlined in the Classified Contract Article 17 (Suspended

Operations) and the Exempt Handbook Suspended Operations policy. In addition, staff need to stay up to date on any special instructions included with closure announcements in accordance with LCC's Closure Procedure. Employees may contact Payroll or Human Resources with questions or clarifications.

Please refer to the [College Closure Procedure \(lowercolumbia.edu/publications/head-start-handbooks/EDUC/08-inclement-weather\)](http://lowercolumbia.edu/publications/head-start-handbooks/EDUC/08-inclement-weather) for additional details of campus closures.

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