



NO. 3076 SEVERE WEATHER POLICY

- 1.0 **POLICY STATEMENT.** It is the policy of the Oklahoma City Community College (OCCC) to remain open for full operations and conduct classes according to the approved academic calendar, unless a specific decision to close is announced by college leadership. By adhering to this comprehensive Severe 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 severe weather events.
- 2.0 **SCOPE.** In the event of inclement weather, regular work and classes may be delayed, cancelled, or transitioned to remote work/learning. Decisions to alter OCCC's operating schedule will be communicated to all affected individuals as quickly as possible in accordance with the established communication procedures. Students, faculty, and staff must assume responsibility for their own health and safety, as well as for their work or class responsibilities. If there is inclement weather and no announcement about the college is made, you should assume work and classes will resume as scheduled.
- 3.0 **ALTERATIONS TO COLLEGE OPERATIONS**
 - 2.1. Partial Closure: Some student-facing positions may be required to be on campus. Other entities shall transition to remote work/learning.
 - 2.2. 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 the predetermined closure times or close/cancel entirely to ensure safe travel times to or from campus(es).
 - 2.3. Remote Work/Learning Campus Closure: Full day closure based on current and future inclement campus conditions. Operations will conduct remote work/learning.
 - 2.4. Full Closure: Closure 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.
 - 2.5. Closure Exemptions: When OCCC is closed, all on-campus activities and events are cancelled. 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

- 3.1 Weather Resources: Weather resources will be monitored by Campus Police Emergency Management. General information is available, which includes 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, and storm spotters' reports.
- 3.2 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 storms, including Advisories, Watches, and Warnings issued by the National Weather Service.
- 3.3 Rationale: Matrix decisions are made based on predictions of the National Weather Service. The variables of time, temperature, and location greatly depend on actual conditions in determining amounts, type of precipitation, and associated hazards observed.
- 3.4 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 1-2 hour notice of closure may be required as conditions quickly change, due to the inherently uncertain nature of weather patterns (the timing of a campus closure weighs heavily into the projected patterns), models, and forecast of the weather event. In the event of Severe Thunderstorms and Tornados, ultimately a decision must be made to Move to Safer Areas for anyone remaining on campus regardless of matrices or closure status.

5.0 MARKETING AND PUBLIC RELATIONS RESPONSIBILITIES

- 4.1 Marketing and Public Relations plays a vital role in ensuring effective communication during adverse weather conditions. Their responsibilities include:
 - 4.1.1 Prepared Weather Emails: Developing and maintaining prepared weather emails to be immediately disseminated to the campus community in the event of closures or abatement measures.
 - 4.1.2 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.

6.0 EXECUTIVE LEADERSHIP TEAM COMMUNICATION

- 5.1 Facilitating communication between the Executive Leadership Team and their respective departments, ensuring they are apprised of adverse weather conditions and expectations.
- 5.2 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

Severe Weather MATRIX

	High	Moderate	Enhanced	Slight	Marginal	Thunderstorms
Warning	Closure	Closure	Closure	Possible Closure	Normal Operations	Normal Operations
Watch	Closure	Closure	Possible Closure	Normal Operations	Normal Operations	Normal Operations
Advisory	Closure	Possible Closure	Normal Operations	Normal Operations	Normal Operations	Normal Operations

RISK CATEGORIES (STORMS)	
High	Widespread severe storms expected. Long-lived, very widespread and particularly intense (tornado outbreak).
Moderate	Widespread severe storms likely. Long-lived, widespread and intense (strong tornadoes, widespread wind damage, destructive hail).
Enhanced	Numerous severe storms possible. More persistent and/or widespread, a few intense (a few tornadoes, several reports of wind damage, damaging hail).
Slight	Scattered severe storms possible. Short-lived and/or not widespread, isolated intense storms possible (one or two tornadoes, reports of strong winds/wind damage, isolated hail).
Marginal	Isolated severe thunderstorms possible. Limited in duration and/or coverage and/or intensity (winds 40-60 mph, hail up to 1", low tornado risk).
Thunderstorms	No severe thunderstorms are expected. Lighting/flooding threats exist with all thunderstorms (winds to 40 mph, small hail possible).

WARNINGS, WATCHES AND ADVISORIES	
Warning	Weather hazard is occurring, imminent, or likely. Poses a significant threat to life and property.
Watch	Risk of weather hazard in the near future. Could pose a threat to life and property.
Advisory	Weather hazard is occurring imminent or likely. Could cause significant inconvenience.