

## **Inclement Weather Procedure**

The college has an inclement weather procedure which is implemented as follows:

1. A decision on campus closures will be made by 6 a.m. the day of classes, and an announcement declaring that decision will be distributed to students and employees via telephone, text message, CowleyGo app, Cowley web site, social media, and various other media outlets.
2. When the College closes a specific location, that site's offices will be closed and employees will not be required to report to work, but may be required to work from home. The closing of one site does not necessarily mean that other sites are closed.
3. If high schools in which the College offers classes are closed, no College classes will be held at the high school if that high school is closed.
4. When inclement weather occurs during the day, every effort will be made to provide at least two hours advance notice prior to closure.