

Big Sandy Community and Technical College Emergency Closing Procedures

Unusual situations such as severe weather may require that BSCTC delay or cancel classes or close the institution. Announcements regarding such delays, cancellations, or closings will be **receivable by SNAP (Safety Notification Alert Process), College Switchboard, e-mail, posted on the college website, www.bigsandy.kctcs.edu, and announced through selected local media, area radio stations and Hazard (WYMT-TV) and Huntington, WV (WSAZ) television stations.** Normally, any announcement pertaining to a change in the class/operating schedule will be in effect for all locations. **However, specific campus delay or closed action may occur under certain conditions.**

When an announcement is made that we are operating on the **SNOW SCHEDULE**, classes will begin at 10:00 a.m. with the classes normally in session at that time. When classes are on the **SNOW SCHEDULE** or when classes are **CANCELED**, exempt and non-exempt employees (excluding M&O and other identified essential personnel) have until 10:00 a.m. to report to work; otherwise, the employee must utilize vacation leave or make-up the work as mutually agreed with their supervisor. When an announcement is made the college is **CLOSED**, only M&O and essential personnel are required to report to work. Non-essential personnel are not required to report to work when the college is **CLOSED**. For those who are required to complete a time sheet, **CLOSED** days should be reported as "EMC - Emergency Closing Day. If you have any questions regarding this policy, please contact your supervisor. **CAMPUS CLOSED**, may apply for a specific campus location due to weather, power outage, water line breakage or other unforeseen local events. During a **CAMPUS CLOSED** action, employees may be directed to go to another campus site or consult with their Vice President/ Provost.

- (1) **REGULAR SCHEDULE**
Classes as Scheduled

- (2) **SNOW SCHEDULE**
Classes at all locations will begin at 10:00 a.m. with those classes normally in session at that time. Employees should report by 10:00 a.m. Employees not reporting by 10:00 a.m. must take vacation time or make up work as mutually agreed with their supervisor.

- (3) **CLASSES CANCELED-EMPLOYEES REPORT**
Classes are canceled. Employees should report by 10:00 a.m. Employees not reporting by 10:00 a.m. must take vacation time or make up work as mutually agreed upon with their supervisor. Decisions regarding evening classes (evening classes are defined as any class that begins at or after 4:30) will be announced by 3:00 p.m. as they may or may not be canceled when the day classes are canceled.

- (4) **CLOSED**

All campuses are closed. Classes will not meet. Only M&O and essential personnel are required to report to work.

(5) CAMPUS CLOSED

Classes will not meet on the specific campus and non-essential personnel may be required to relocate to another BSCTC campus site until the issue is resolved. Employees should consult with the Provost or a Vice President for further instruction. Only M&O and essential personnel are required to report to work on the campus closed location.

The essential personnel on each campus are as follows:

<u>Prestonsburg Campus</u>	<u>Paintsville/Hager Hill</u>	<u>Pikeville</u>
John Herald	Dr. George Edwards	Randy Roberts
M&O	Bobby McCool	M&O
	M&O	

When campuses are closed, essential personnel and first shift maintenance and operations employees are to report to work at 8:00 a.m. Second shift maintenance and operations employees are to report to work at 10:00 a.m., unless notified by their immediate supervisor to report at a different time. The hours worked on a closing day by essential personnel and M&O employees may be flexed-off at a later date (within the subsequent six-week period). With supervisory approval, M&O employees may be permitted to leave after assignments are completed. Hours worked during a CLOSED day cannot be used to calculate overtime.

EVENING CLASSES

Decisions regarding evening class cancellations will be made by 3:00 p.m. if possible. Check the automated attendant recording, **SNAP**, webpage, radio and television for updates.

Priority methods for distributions/receiving information regarding the following:

Snow Schedule, Classes Canceled but Employees Report to work and College is Closed status.

First Priority

SNAP (Safety Notification Alert Process). All students, faculty, and staff are notified by their KCTCS webmail address.

Second Priority

Telephone: College Switchboard message, PRESS 1.

Mayo campus: 606 789 5321, PRESS 1.

Pikeville campus: 606 218 2060, Press 1.

Prestonsburg campus: 606 886 3863 Press 1.

Toll Free: 1-888-641-4132, Press 1.

Third Priority

e-mail: will be sent to all Students, staff, and faculty. Check it.

Fourth Priority

College website: www.bigsandy.kctcs.edu

Fifth Priority

Local media (radio and television stations)

We encourage all students and all employees to use their best judgment regarding travel and road conditions.