Bad Weather Procedures  
(revised November 2011)

In case of snowy or icy conditions that may cause Midland College to delay or cancel classes and/or the opening of offices, please use the following procedure:

I. Midland College will follow the decision of MISD in determining open/closed status, with the option of delaying classes, if weather improves. The final decision will be conveyed to the Dean of Community Relations & Special Events by the Vice President of Administrative Services or the Executive Vice President.

If a closure, the Community Relations office will first contact the Director of the PPDC or the Dean of Distance Learning/Continuing Education to see if the PPDC needs to remain open (due to out of town students that may have arrived the previous day). Area media will then be contacted with one of the following statements:

- **All Midland College facilities are OPEN** for classes and offices today and tonight, including the Main Campus, Advanced Technology Center, Cogdell Learning Center, Transportation Training Center, MC Aviation Centers, and the Petroleum Professional Development Center.

- **The following Midland College facilities are CLOSED** for classes and offices today and tonight: Main Campus, Advanced Technology Center, Cogdell Learning Center, Transportation Training Center, MC Aviation Centers, and the Petroleum Professional Development Center (confirm first).

- **The following Midland College facilities have DELAYED classes and the opening of offices until __________ (a.m./p.m.)**: Main Campus, Advanced Technology Center, Cogdell Learning Center, Transportation Training Center, MC Aviation Centers, and the Petroleum Professional Development Center (confirm first).

On bad weather days, driving conditions may vary by geographical area. Students and employees have the right to make their own determination regarding whether or not it is safe for them to travel to class or work. They will not be subjected to unexcused absences, nor held responsible for their inability to come to campus.

II. **By 5:30 a.m., or as soon as notified**, the Dean of Community Relations & Special Events will notify the television stations and mywesttexas.com with the chosen statement. Also:

- the Community Relations office will monitor the information reported by the television stations, their websites and mywesttexas.com … and make follow-up phone calls to correct messages, if necessary;
- any concerns about the MC information being broadcast should be communicated to the Dean of Community Relations & Special Events. Please be aware that, depending on other news events,
unless the station is using their constant, on-air “news scroller,” updates may not be given for 15 or 20 minutes, so please monitor the station for 30 minutes before calling.

III. The Community Relations Office will also:

1. coordinate to put the appropriate message on the Midland College website AND on Blackboard;
2. change the voice message on the main number (685-4500) to the alternate voice message and update the alternate message with the statement chosen above (Optionally: this is rare, but if employees are STILL supposed to come in even though classes are canceled ... include that in the message);
3. send a text message via the Emergency Notification Listserv;
4. send an email to all employees (ALLGWUsers) to notify them of the campus closure (Optionally: this is rare, but if employees are STILL supposed to come in even though classes are canceled ... include that in the message);
5. contact the Directors of the ATC and Cogdell (the PPDC director has already been consulted at this point).
6. contact Rita Stotts with the Children’s Center;
7. contact University Center partners.

*After the bad weather day is over, the MC phone voice mail, website and Blackboard message will be returned to normal.*

IV. All Vice Presidents are encouraged to work with their staff/faculty to determine an appropriate “phone tree” to communicate information about the status of college classes when needed, such as:

- Vice Presidents may call Deans/Directors, who then determine what additional calls need to be made, if any;
- Deans/Directors will have at home an accurate, complete list of home phone numbers of employees they supervise; and
- Employees:
  - should have a contact in their division/department to call if they need more information. That contact person will be in the Vice Presidents’ information loop;
  - should check their email from home or call the main number to learn whether or not they are supposed to come in to the office, even if classes are canceled; and
  - should know how to change their college voice mail from home so that voice mail messages reflect accurate information.

V. To educate students, information within the procedure that relates to students will be printed in the student catalog and class schedules, as well as posted in the classrooms and be available on the MC website. Vice Presidents will urge staff and students with Internet access to refer to our website, www.midland.edu, as their primary source for current and correct information about Midland College. Otherwise, students should monitor the television stations or contact the main number at 685-4500. Faculty will be encouraged to include this information in the information they hand out at the beginning of each semester.
FORT STOCKTON PROCEDURE (added January 23, 2008 after review and approval of Brenda Tipton)

The Williams Regional Technical Training Center (WRTTC) follows the same open/close decision that the Fort Stockton Independent School District chooses. That decision is communicated via the local Fort Stockton radio station, KFST, on its morning show broadcast from 7:00-8:00 a.m. on both FM 94.3 and AM 860. Students can also call the radio station at (432) 336-2228.

WRTTC students should monitor KFST FM 94.3 or AM 860 for information.

MID-DAY CLOSURES

If Midland College has opened for classes in the morning, but the weather worsens during the day, a mid-day decision may be made to close campus, particularly for evening classes.

To notify employees, an ALLGWUsers email will be sent.

To notify students, the message will be communicated to area television stations, mywesttexas.com, other MC campus sites, and the switchboard operator; as well as placed on the Midland College website and all marquees. The after-hours phone message will be changed at 5 p.m. to reflect the closure.