Peninsula College will be open on all scheduled work days unless, in the judgment of the College President, or a designated administrator, it is determined that maintaining the work schedule would constitute a real and present danger to the safety and welfare of the college employee, or conditions make it impossible to continue the regular work day (Board Policy 265).

It is the default and preference that the College will be open regardless of weather conditions. Throughout the winter season, Support Services will monitor the weather in order to prepare for inclement conditions.

The inclement weather plan will be activated when severe weather occurs and/or snow begins to accumulate at a rate that requires remedial action to prevent hazardous road and sidewalk conditions. Storm mitigation, removal and clean-up will be Support Services number one priority during inclement weather conditions. All non-emergent requests for services may be delayed.

The College President or designee may declare a “ Closure” or “Late Start” under the following circumstances:

- If weather conditions are severe enough to prevent a substantial number of commuting students, faculty and staff from arriving to campus.
- It is determined that maintaining the class schedule would constitute a real and present danger to safety and welfare.
- If weather conditions make it impossible to continue the regular work day.

Storm Closure information will be posted in the following ways:

- Posted on the Front Page of the website/Facebook
- PCAlertMe message will go out to those who have opted in to participate
- Information Center Main phone message
- Notification to media

The Following Closure Guidelines will apply:

For your safety and the safety of others, Classes will be cancelled and College Operations will be suspended for the duration of closure. Buildings will remain locked, and on limited emergency power. Only Essential Storm Response Team personnel are required to report for work. All other College personnel should remain home.

Faculty: During Closure, classes will be cancelled; you should not hold face to face classes on your own. Once the College is operational, missed material may be made up during normal class time; however, makeup of class hours is not mandatory within the first 2 days of closure. (refer to PCFA/PC CBA Article 18)

Classified Staff: During Closure, with exception of essential storm response personnel, you are not to report to work without permission from your supervisor. Classified staff options are outlined in WFSE Suspended Operations Article 17.

Exempt Administrative Staff: During Closure, administrators should coordinate with their immediate supervisor and only those employees whose work presence on campus is essential should report to work.

Extension Sites: Due to differing geographical and weather conditions, our extension sites may close or remain open independent from the main campus announcement. The decision will be made by the College President or designee. This will include Forks, Port Hadlock, Port Townsend, Sequim, Corrections Education, and the Lincoln Center sites.

2012/2013 (Inclement Weather Plan full document can be accessed on the Support Services Sharepoint site.)
Peninsula College Inclement Weather Plan (Condensed)

Storm Response Teams
Due to the need for early action during inclement weather conditions, the College has designated Storm Response teams. These teams will respond to, remove, and clean up snow and weather related hazards to insure the safety and welfare of those using College facilities.

The Storm Response Teams will consist of both full time and part time personnel. They may be requested to work overtime or on a revised schedule.
- **Storm Response Team 1** will consist of all Maintenance and Grounds staff.
- **Storm Response Team 2** will consist of all Campus Safety officers. Team 2 Safety officers will be the designated Safety Officers for the duration of event and will facilitate and monitor Warming Stations.
- **Storm Response Team 3** will consist of all Custodial staff.

Snow Conditions
Snow conditions are classified as Low, Elevated, and Critical depending on conditions. Closure recommendations and Snow response will be based on these levels. The APPA Standards for snow removal will help determine the level of response per snow condition. The College will strive to maintain the APPA Level 2 standard for low, Level 3 for elevated, and Level 4 for critical. Snow removal and clean-up are paramount if we are to maintain a safe educational environment.

**Low Snow Condition**
A low snow condition is characterized by the falling or presence of snow and or ice that poses a safety risk to the campus population. This would be a light or intermittent snow with under 2” of accumulation. There would be minimal to no impact on student, faculty, and staff and the College would remain open for all classes, including evening classes and events.

**Elevated Snow Condition**
An elevated snow condition is characterized by snow fall 2” or more or continuous snow with anticipated 2” or more accumulation. This snow condition has a larger impact on campus life and may cause a day of “Late Start” or “Early Closure” after occupants have already arrived on campus.

**Critical Snow Condition**
A critical snow condition is characterized by continuous snowfall at a rate that we are unable to keep up with, or snow with anticipated 6” or more accumulation. This snow condition has a major impact on campus life with the College closed for a day or more. Top priority of Storm Response Teams will be to clear snow to a level where the College could potentially open as soon as possible.

**Snow Priorities**
Snow will be cleared in a prioritized manner. Emergency access routes, primary pedestrian routes, vehicular drives and parking lots are the first priority. These areas will be addressed simultaneously, expanding pathways as conditions allow. The Gravel parking areas South and West of M (Keegan Hall) are nonessential and will be second priority. Minimal use walks and roads are not priority and may be cleared last or not at all. Fire hydrants and storm drains will be cleared the day following the storm. Anti-icing and de-icing procedures will be performed as deemed necessary.

Special attention will be paid to ADA access; these areas are maintained on a continual basis and have a priority 1 status.

**Nonessential 2nd Priority areas Blocked off**
For all conditions, secondary priority areas will be blocked off until first priorities are clear and safe for travel. Signs will be placed to direct traffic to alternate routes.

**Access road around campus**
1. Gravel parking areas south and west of M (Keegan Hall)
2. Stairs at east side of L
3. Main entrance stairs; first and second landing; quad stairs east of B (Library)
4. Amphitheater and Stairs East of M (Keegan Hall)

2012/2013 (Inclement Weather Plan full document can be accessed on the Support Services Sharepoint site.)
Peninsula College Inclement Weather Plan (Condensed)

Decision Making/Activation Chart

**Decision Making**

- Mary O’Neil Garrett
  - Collaborates on Recommendation

- Rick Croot
  - Road conditions
    - Port Angeles, Sequim
  - Port Angeles School District status
  - PA campus status
  - Recommendation

- Marty Martinez
  - Site and Road Conditions
    - Port Townsend, Port Hadlock, Lincoln Center
  - Forks, Port Townsend School District status
  - Clallam Transit at Forks; Jefferson Transit - Port Townsend
  - Scheduled Events
  - Recommendation

**Activation**

- Dr. Robins
  - Gets info
  - Makes decision

- Deborah Frazier
  - Delivers information to Dr. Robins
  - Provides recommendation
  - Communicates decision

- Patty McCray-Roberts
  - Delivers information to Deb
  - Recommendation from Support Services
  - Communicates decision

- Marty Martinez
  - Coordinates external communications
    - KONP
    - Schoolnet.org
    - Other media
  - Contacts Emma Janssen for Website/Facebook notification
  - Contacts Cheryl Sisley for Switchboard/Event contacts
  - Coordinates campus communications
    - Activate PC Alert Me
    - Reader board
    - Campus Safety prep

Rick Croot
- Coordinates Response Team
- Determines Level of Response
- Contacts Jay Smith to activate 2nd Response Team if conditions are critical.