



| | | |
|-----------------------------------|--|-----------------|
| Policy Source: Gwinnett Tech | Owner: Chief of Police | Effective: 1999 |
| Division: Technology & Operations | Reviewed: 6/2005, 8/2009, 2/2010 , 2/2018, 4/2019, 12/2020, 3/2024 Revised: 4/2019, 3/2024 | |

7.3.12 GT Inclement Weather Emergency Response

1. Inclement Weather Task Force

- a. An inclement weather task force will make appropriate operational decisions in the event weather conditions cause difficulties in the operation of the institution. The task force consists of:
 - i. President
 - ii. Chief of campus police
 - iii. Vice president for academic affairs
 - iv. Vice president of technology and operations

- b. **Opening and Closing Decision Procedure:** If possible, a decision for opening, delay of opening, or canceling day classes will be made by 5:30 a.m. If a decision cannot be made by 5:30 a.m., it will be made at the earliest possible time. This will be announced on radio station AM 750, other radio stations, Everbridge notifications, email, GTC website, and our automated phone attendant. Cancellation of evening classes will be made by noon and updated on our automated answering service. Students, faculty and staff should listen to the radio stations as noted.

- c. **Make-up of time:** Make of time for classes will be scheduled during the quarter in which class time was missed. Specific dates and times for scheduled make-up will be determined and communicated via email and LMS.

2. Tornadoes and Severe Thunderstorms

Tornado and severe storms frequently come from the Southwest. March through September is the most likely season. A tornado may be preceded by rain or hail, with a downpour after the storm has passed. In Georgia, tornadoes occur most frequently in March, April and May. Georgia averages approximately 21 tornadoes per year. Special Weather radios are installed and monitored during normal business hours by the police, facilities and Human Resources offices.

- a. The National Weather Services issues:
 - **A Watch** when the possibility of tornado exists
 - **A Warning** when a tornado has been spotted or indicated on radar
- b. Procedure: A message will be given over the intercom and or by Radio Transmitters, or runners will announce the message in the hallways and classrooms.
- c. Please follow instructions given at the time.
Designated safe areas afford maximum protection and are to be utilized during a tornado or other severe storms. Shut off power and equipment and lead students into the hallway or other safe area indicated on the emergency exit and tornado plan posted in your classroom.
- d. Instructors, take your class roster with you when leaving your classroom.
- e. All personnel (staff and students) should assume a seated position (back against wall) on the floor. The fetal position is recommended for maximum protection. For good protection get under a desk or table against an inside wall.
- f. Remain in position until notified to make sure that danger has passed.