

**To:** Montgomery College Community

**From:** Adam Reid, Director of Public Safety, Health and Emergency Management

**Subject:** Inclement Weather Communication and Operational Status System Reminder

**Date:** December 14, 2022

With temperatures turning colder and a chance of inclement weather in the forecast this week, this is the perfect time to remind the Montgomery College community of how we share information when snow and ice prompt inclement weather delays and closures.

To communicate a closure or a delay, the College's Office of Public Safety, Health, and Emergency Management teams up with MC communications to swiftly update several platforms with the inclement weather decision, including the [College's home page](#) and the emergency notification system, **MC Alert**.

#### **How to Find Out About MC Closures and Delays**

**MC Alert Email/Text Messages:** Communications about closings and delays are sent through MC Alert, via the Rave Mobile Safety platform. MC students and employees are automatically subscribed to MC Alert via their MyMC login. The default delivery method is a student or employee email issued by the College. The College strongly encourages students and employees to register to receive MC Alert text messages to your cell phones and emails to your non-MC accounts. If you have not already done so, visit the [MC Alert webpage](#) to update your information.

**Social media:** Closing and delay notifications are found on MC's [Twitter](#), [Facebook](#) Stories, and [Instagram](#) Stories.

**Online:** All inclement weather closures and delays will be posted to the home page ([www.montgomerycollege.edu](http://www.montgomerycollege.edu)) and on the [closures and delays page](#) where the latest alert message will be posted.

**Phone Lines:** Call the MC phone line for the latest operational status at 240-567-5000. For public safety questions or information, call 240-567-3333.

**Updating the media:** While Montgomery College notifies local and regional TV and radio stations, we urge you to check our platforms and alert messages to ensure the most timely and accurate information.

#### **Evening and Weekend Classes/Activities**

When MC is closed due to inclement weather, all evening and weekend classes, programs, athletic events, and activities are cancelled or postponed.

### **Operational Status and Color Codes**

As you recall, we introduced a new operational system this past spring that uses color codes to indicate Montgomery College's operational status. The implementation of this new system allows for greater understanding, flexibility, and discretion in appropriately aligning and adjusting operational status based on current conditions while allowing ample time for preparation, especially during inclement weather situations.




The table below provides an overview of the four levels or color codes that will indicate the College's operating status.


Montgomery College's operating status is based on current or forecasted conditions and will be displayed at the top of the College's homepage. Based on the circumstances, the aforementioned alert notifications will be sent when necessary.

**Students, please note:** Always refer to the course syllabus and/or communicate directly with your instructors for guidance related to classes and assignments.

Additionally, all supervisors, department chairs, and administrators should work closely with their departments and teams to plan and prepare for their operations under codes yellow and orange in advance.

### **MONTGOMERY COLLEGE OPERATIONAL DEFINITIONS**

<b>Code/Level</b>	<b>Conditions (Examples)</b>	<b>Operating Status</b>	<b>Faculty/Staff/Student Actions</b>
GREEN 	Normal	The College is open and all campuses/locations are open.	Operations/instruction/services as usual, both for on-site and remote/online activities.
YELLOW 	Anticipated or minor events that do not affect the overall operations of a campus/location (weather watch or advisory due to snow, hail, heavy rain). Isolated campus/location or operations emergency or issue (small scale power failure).	The College is open and all campuses/locations are open. Some on-site operations/instruction/services may be limited or impacted.	All classes and events continue as scheduled. Liberal use of leave and situational telework for employees at the discretion of the supervisor/administrator.
ORANGE 	Events that will impact the physical or on-site operations of a campus/location (weather warning due to	The College is open for operations, but all campuses and locations (i.e., physical locations) are closed.	All on-site campus/location classes, services, events, and activities are cancelled. All online, remote, and hybrid classes continue as scheduled.

	snow, hurricane, tornado). A regional area warning due to emergency or risk (regional travel warning). Localized College emergency or risk (MC network disruption, area power failure).	Operations/instruction/services are limited to remote only.	Students should refer to their course syllabus and/or communicate directly with their instructor for guidance. Only essential personnel directed by supervisor report to work on-site.* All telework eligible employees are required to telework or use leave. Regular staff in positions ineligible for telework are granted administrative leave.
RED 	Events and situations that may involve an extreme local/regional/national emergency or risk (severe weather, state of emergency, civil or health crisis). Major infrastructure issues (large-scale network disruption, power failure)	The College is closed. All on-site and remote operations/instruction/services are suspended.	All classes, services, events, and activities are cancelled, including online and remote classes. Only essential personnel directed by the supervisor report to work on-site.* Teleworking is not required. All regular staff will be granted administrative leave.

**\*Note: Employees required to report to work on-site during code Orange or Red status will be compensated in accordance with the AFSCME collective bargaining agreement or the College's policies and procedures as appropriate.**

For additional information and guidance, please contact the relevant departments below.

Operational status system (color codes) and notifications:

[PublicSafety@montgomerycollege.edu](mailto:PublicSafety@montgomerycollege.edu)

Employee teleworking, work schedules, administrative leave, essential personnel:

[HRSTM@montgomerycollege.edu](mailto:HRSTM@montgomerycollege.edu)