

- B. If no announcement of cancellation is made, all classes and activities will be held at the regularly scheduled time.
- C. If announcements are made, care should be taken to note which of the following are used:
1. Complete closing of college - no students and no employees are to report.
 2. Classes cancelled and only essential employees will report to work. The Vice President for Administrative Services will determine which essential employees will report for work.
 3. Classes cancelled but administrators and staff required to report to work.
 4. Delay start of classes (will be announced on radio).
The teaching faculty would not be expected to report to work in situations 1-3 above. In situation 4 above, the administrators, teaching faculty, and staff will report no more than one-half hour before the start of classes to provide the maintenance department sufficient time to clear the roads and parking lots. Faculty/staff parking and parking lot A will be the first to be cleared of snow.
- D. When college offices are open during inclement weather, employees should determine whether they can safely drive to campus. Employees unable to drive to campus during these days must take leave. They should call their supervisors with this information and complete a leave form when returning to campus. No penalty, other than leave time, will be assessed for tardy arrival on campus.
- E. If classes are in session on campus, all faculty are expected to fulfill their teaching assignments. However, if weather conditions are deemed hazardous by the faculty member and the faculty member determines that it is unsafe to drive to class, he/she will be charged for sick leave in accordance with the provisions in the Sick Leave policy.
- F. In the event of an exceptional weather event:
1. **Earthquake-** Although Earthquakes do not frequently occur on the Eastern Shore, they do occur. Since we have experienced earthquakes in the past and there is always a possibility of another the following guidelines are recommended.
 - a. **If an earthquake occurs while inside a room or building, DROP, COVER, and HOLD-ON.**
 - b. **DROP** to the ground.
 - c. Take **COVER** under a sturdy desk/table. If no desks/tables are nearby, crawl away from windows and exterior walls. **COVER** your head, neck and face. Crouch into a ball to make yourself as small as possible. Do not go in a doorway. Do not run outside.
 - d. **HOLD-ON** to your desk/table until the shaking stops. Be prepared to move with your cover.
 - e. After shaking completely stops, turn off computers/electrical equipment if possible. If possible, proceed to designated evacuation area.
 - f. Use stairs, do not use elevators. Evacuate via nearest safe exit.
 - g. Stay away from buildings, glass, walls, power lines, gas pipes, and trees.
 - h. Be prepared for aftershocks.

- i. Call 9-1-1 or the Chesapeake College Department of Public Safety to report serious injuries and hazards.
- j. Do not return to the building until advised by emergency personnel.
- k. If trapped inside a building, knock on solid material to attract attention of the rescue parties. Avoid shouting to prevent inhalation of dust or dangerous particles.
- l. If an earthquake occurs while you are outside of a building, move to an open area away from buildings, power lines and/or trees.
- m. If driving on or near campus, pull to the side of the roadway, apply your emergency brake, and avoid overpasses or bridges.

2. Tornado- A violent, highly destructive whirling wind up to 200 mph, accompanied by a funnel shaped cloud that progresses in a narrow path over land and occurs with little or no warning.

- a. If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor and get beside a sturdy piece of furniture. (This is the TRIANGLE OF LIFE. It requires taking refuge next to large solid objects in case of structural failure; providing best possible space for survival from a building collapse or fire).
- b. Stay away from windows. DO NOT open windows. Leave the windows alone; instead, immediately go to a safe place.
- c. Any fire doors in hallways should be closed.
- d. Get out of automobiles. Do not try to outrun a tornado in your car; instead, leave it immediately. If caught outside or in a vehicle, lie flat in a nearby ditch or depression.
- e. Remain in the safe area until all danger has passed.
- f. If the facility is damaged, evacuate after storm passes and stay clear of damaged area. Beware of fallen debris, downed power lines and gas leaks.
- g. Follow the directives of Emergency Personnel and/ or Chesapeake College Department of Public Safety

3. Flooding

- a. If driving do not drive through flooded areas. You do not know how deep the water is or how strong the roadway is underneath the water. Running water often erodes the soil underneath the road and can cause a large enough sink hole to cause a vehicle to become submerged.