


**Gateway**   
Community & Technical College  
Office of the President/CEO

**DATE:** January 14, 2009

**TO:** All Gateway Faculty & Staff  
All Gateway Students

**FROM:** G. Edward Hughes   
President/CEO

**SUBJECT:** College Closing or Delays during Inclement Weather

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It is the policy of the college to be open for normal business unless the weather situation has a serious impact on the normal transportation system in the region. During these types of inclement weather situations, the procedures used at Gateway for delaying or closing the college involves two major notifications. Once the decision is made to close or delay the start of business, first we will inform the media (TV and radio) as early as possible in the day or if possible, the night before. This system is the very best and fastest way to notify employees and students. Announcements will be made on all major TV and radio stations in the Tri-State area. Second, we will place the announcement on the college telephone switchboard (859-441-4500) and on the college's website [www.Gateway.KCTCS.edu](http://www.Gateway.KCTCS.edu). These are the only ways that we will use to notify students and employees of the status of the college during severe inclement weather conditions. In those situations when the college is open and inclement weather causes cancellation or an early closing, the same procedures will be used AND announcements will be made on the campuses. **All locations and campuses of the college will operate according to the announced schedule.**

It is my responsibility (or that of the acting president in my absence) to determine if the college will be closed for the day or will operate on a delay basis. We will select one of those options. We will do our best to make that decision as early as possible. Generally, if we close the college or operate on a two-hour delay, we do so for the daytime activities only. In those cases, a determination about evening classes will be announced by 4 p.m. that day. In some cases it will be possible to determine that the weather will not permit activities in the day and evening and the announcement will be made that "day and evening activities will be cancelled".

If no announcement is made, you should assume that the college is open at normal operating hours. Please note that we do not announce that the college is open for normal operating hours. Please do not call my office or home; instead listen to the media for announcements about Gateway Community and Technical College, call the college switchboard for the recorded message or view the college website at [www.Gateway.KCTCS.edu](http://www.Gateway.KCTCS.edu).

To summarize, in cases of inclement weather the college will either be:

1. Open, but operating on a delay with a specific opening time announced;
2. Closed for all day activities;
3. Closed for all day and evening activities;
4. Closed for all evening activities (in those cases when inclement weather begins during the day).
5. Open on a normal operating schedule (No announcement will be made.)

In order to be able to prepare the college for the arrival of employees and students, the maintenance department and the contract snow removal company will be working to clear snow from parking lots and

(Continued on Page Two)

Inclement Weather Procedures  
January 14, 2009

walkways. Employees and students are asked arrive on campus no earlier than 30 minutes prior to the opening of the college. For example, if the college is on a delay and will open at 10 AM instead of 8 AM, employees and students should not arrive before 9:30 AM so that the crews can clear the snow. Your cooperation is greatly appreciated.

A final word of caution: in any inclement weather situation, it is up to the individual employee or student as to whether conditions permit travel. It is impossible to accurately assess the road and weather conditions across the Tri-state, Greater Cincinnati and Northern Kentucky regions. Some areas may experience severe weather conditions while other areas are less affected. The ultimate decision on travel rests with the individual. However, if you are not able to come to work or attend classes when the college is open, it is your responsibility to notify your supervisor (or teacher) of the absence in a timely manner.

Thank you for your cooperation.