



Inclement Weather Campus Closure Guide

Administrators, Faculty, Staff, and Students:

A. If the assessment is made to close campus - a decision will be made as early as possible, and will be communicated by 6:30 a.m. (if feasible) to local radio and MyMotherLode.com

- A “CCAlert” will be activated (Sign up to receive notification by phone, text message, and email at [Registering for CCAAlert](#))
- Call 209-588-5100 for recorded information
- Visit MyMotherLode.com
- Visit the homepage of the College website – www.gocolumbia.edu

B. If the decision is made for a delayed start or an early close

Delayed Start:

- A “CCAlert” will be activated (Sign up to receive notification by phone, text message, and email at [Registering for CCAAlert](#)).
- Call 209-588-5100 for recorded information
- Visit MyMotherLode.com
- Visit the homepage of the College website – www.gocolumbia.edu
- Students should attend their classes that are taking place during open times.
 - For example, if the College opens at 10 a.m., all classes scheduled to start before 10 a.m. would be cancelled.
 - Students should also check their usual methods of communication with their instructors (Canvas, class webpage, email) for any course-specific instructions. Some faculty members live at higher altitudes and may be unable to get to campus even when the college is open.

NOTE: Facilities and Campus Safety personnel work hard to make the campus safe to open. Additional traffic and requests to open buildings inhibit the ability to prepare the campus for a safe opening. Please do not arrive to campus much before the scheduled opening time. ***Only you can decide if the weather and road conditions around where you live and along your commute are within your comfort zone for safe travel to the campus.***

Early Close:

- Phone Zone Paging will be activated (alerts are broadcast over the phones on campus)
- A “CCAlert” will be activated (Sign up to receive notification by phone, text message, and email at [Registering for CCAAlert](#)).
- Call 209-588-5100 for recorded information
- Visit MyMotherLode.com
- Visit the homepage of the College website – www.gocolumbia.edu
- Students will be given instructions for a safe dismissal from campus.
 - Students should also check their usual methods of communication with their instructors (Canvas, class webpage, email) for any course-specific instructions. Some faculty members live at higher altitudes and may be unable to get to campus even when the college is open.
- Students first! – All students (except those waiting for transportation) are released from campus.
- Students waiting for transportation should gather at the Rotunda.
- Administrators, Faculty, and Staff report to the Rotunda and wait to be released. Please note – your help may be needed for communication and to assist students.