

HURRICANE HIGHLIGHTS

ALVIN COMMUNITY COLLEGE

BE PREPARED

Hurricane awareness and preparation can reduce the impact of hurricane disasters. Families, Individuals, and businesses who know their vulnerability and the actions to take to prepare, reduce the effects of a hurricane disaster and save lives.

-  All campus employees should read the Alvin Community College Hurricane Procedures as listed in the College's [Emergency Management Plan, Attachment 7](#).
-  All employees should monitor information on the College website during the course of an extreme weather event.
-  It is the responsibility of each employee to determine the best course of action for his/her safety, as well as that of his/her family members.
-  The campus will close within eight (8) hours of notification that a storm or severe weather event presents a threat to the area. This determination will be made by the College President or the Provost Dean of Instruction.
-  Each department / division will be responsible for securing their areas before evacuation. This should include unplugging all equipment, cleaning out refrigerators, securing files, etc.)
-  The Hyper-Alert system may be used to communicate important details to employees before and after the extreme weather event.
-  If time is taken off before an official College closing has been declared by the College President or the Provost Dean of Instruction, that time must be charged to Vacation Leave, Compensatory Time, or Leave Without Pay.
-  If time is taken off after the College Administration has issued an "all clear or return to work" notice, posted on the College website or a message relayed by the employee's immediate supervisor, that time must be charged to Vacation Leave, Compensatory Time, or Leave Without Pay.
-  In certain catastrophes or other emergency situations related to the severe weather event, it may be necessary to review an employee's circumstances on a case-by-case basis. (Example: destruction of an employee's home)
-  Be Prepared! Visit the [Brazoria County Hurricane Preparedness Procedures](#) or Texas Prepares at <http://www.texasprepares.org/> for additional information on preparing for a severe weather event.