



To: ALL LBC EMPLOYEES
From: Dr. Philip Dearborn, Provost
Date: Winter 2014- 2015
Re: College Closing/Schedule Change Information

Lest you be left out in the cold as we approach the winter season, I want to take this opportunity to review some critical information regarding how LBC communicates college closing/schedule change information. If it becomes necessary to change or cancel class/work schedules, there are a number of ways you can receive that information.

OPTION #1

1. Log on to www.LBC.edu. On the front page of our website will be a message banner regarding the change.

OPTION #2

2. Dial one of these numbers and press “9” for weather related schedule changes:

717-560-8200

717-560-8201

OPTION #3

3. Tune into one of the following TV or Radio stations:

<u>TV Stations</u>	<u>Radio Stations</u>
WGAL 8	WJTL 90.3 FM
	WDAC 94.5 FM

Decisions to make schedule changes will be made by 6:00 a.m. for day classes and 2:30 p.m. for evening classes. ***The first updates will be made to the LBC Website and to the SMS Alert Text/Phone Systems.** Depending on the call loads of TV and radio stations, our schedule change announcement may not be posted immediately. If all these options fail and you need to know if the college is open or closed, feel free to call your administrator.



Please understand that weather is uncertain and weather forecasts are not always accurate. We will make every effort to make decisions in a timely manner.