

Winter Weather Advisory Toolkit – Regional version

Instagram Story tips:

Always add the date and time to your post, as posts last 24 hours and could bleed into the next day.

“Fanshawe College is Open Today” – To be posted by 6:30 a.m. after a snowfall or notable weather conditions

Facebook/ Instagram Story	Fanshawe location will remain open; online in-person classes will continue to operate on schedule. Those who are required to come on campus should continue to do so as long as they can do so safely. If you choose to travel, allow for extra time, take care and have caution on the roads. Possible addition: If you choose to not travel and will miss class, please contact your instructors to discuss your absence.
Twitter	Fanshawe location will remain open; online and in-person classes will continue to operate on schedule. Anyone required to come on campus should do so as long as they can do it safely. If you choose to travel, allow for extra time, take care and have caution on the roads.

“Cancelling Classes Midday”

Facebook/ Instagram Story/ Twitter	In-person classes and tests at Fanshawe location will be cancelled as of 1 p.m. today due to inclement weather. All online classes and tests will run as scheduled. Students and Staff are encouraged to be careful travelling as roads are snow covered and slippery.
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“Campus Closed Proactive”

Facebook/ Instagram Story/ Twitter	Option 1: Due to the expected severe weather, Fanshawe location is closed today, including all in-person classes, campus services, tests and assignments. Faculty and students are encouraged to stay home today. Option 2: Due to the inclement weather conditions, Fanshawe location is closed today, including all in-person classes, campus services, tests and assignments. Faculty and students are encouraged to stay home today.
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“Campus Closed Reactive”

Facebook/ Instagram Story/ Twitter	Option 1: Due to the deteriorating weather conditions, Fanshawe location will be closing at 12:30 p.m., including all in-person classes, campus services, tests and assignments. Faculty and students are encouraged to stay home today. All online classes and tests will run as scheduled. Option 2: Due to worsening weather conditions, Fanshawe location will be closing at 12:30 p.m., including all in-person classes, campus services, tests and assignments. All online classes and tests will run as scheduled.
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“Closed Re-opening”

Facebook/ Instagram Story/ Twitter	<p>Option 1: With snow tapering off, Fanshawe location will re-open at 6 a.m. on (INSERT DATE) for all in-person classes, campus services, tests and assignments. All online classes and tests will run as scheduled.</p> <p>Option 2: With weather conditions improving, Fanshawe location will re-open and resume normal schedules at 6 a.m. on (INSERT DATE) for all in-person classes, campus services, tests and assignments. All online classes and tests will run as scheduled.</p>
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