

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: COLLEGE CLOSURE PROCEDURE (AP-036)

Contact: Director of Marketing and Recruitment/Public Information Officer
(PIO), Ext. 7088

In the event of fog, snow, ice or other hazardous or emergency conditions, key administrators, will decide whether or not to alter college schedules, as appropriate, to the particular situation. Such alterations may include cancellation of classes, closure of selected facilities, delayed opening or early dismissal of students at one or all campuses and/or learning centers.

Designated administrator(s) will check weather and road conditions on days of threatening weather. Upon making a decision, the administrator(s) will contact the Public Information Officer (PIO) who will, in turn, contact local radio and television stations with the message. The vice president of College Services will arrange for associated messages on the College Website, e-mail, and switchboard. The vice president of College Services will arrange for associated messages to all faculty, staff, and students using the emergency notification system. If classes are occurring and need to be dismissed early, a message may also be delivered using the campus intercom/speaker system.

RCC staff should:

1. Heed and monitor emergency notifications;
2. Check the College Website at www.roguecc.edu for the most up-to-date information.
Note: Related message(s) will display in red font directly under the *Events Calendar*.
3. Read college email, if possible, or call the college switchboard at 541-245-7500 or 541-956-7500. (Note: Must dial the full number, including area code (where applicable); dialing 7500 internally will bypass the message).
4. Monitor local radio and/or television stations. (Note: Even though media will be notified, there is no guarantee about if, how or when they will announce the delay or closure).

If the above-referenced communication method(s) fail, contact your supervisor. Faculty are responsible for making up any missed activities/lessons for students related to closure day(s).

Staff should consider their personal safety and driving conditions based on where they live. If it is felt that conditions are not safe for getting to an assigned campus, use contract leave or vacation. Be sure to contact your supervisor regarding your anticipated absence. Faculty should arrange for communication to students on anticipated absence.

In order to avoid mixed messages, only the PIO and his/her representatives should attempt to contact the media for announcements, information, or updates. (A code word may be required).