

**SOUTHWESTERN OREGON COMMUNITY COLLEGE COOS BAY CAMPUS
INCLEMENT WEATHER OR POWER OUTAGE NARRATIVE**

ALL DAY CLOSURE/DELAYED OPENING

1. Campus Security will notify the Director of Facilities (DF) and Chief Information Officer (CIO) or designee(s) prior to 4:00 a.m. of deteriorating site conditions, power outage or other conditions that would make normal use of the campus difficult or dangerous.
2. DF will review available sources of information for developing weather conditions and forecasts as well as secure information on local school district closures.
3. The DF will call the President (or designee) no later than 5:00 a.m. to advise of weather and site conditions and provide a recommendation for a closure time frame (close for business for a certain length of time or announce a delayed opening) or to remain open as scheduled.
4. The President may wish to consult with members of the President's Executive Team to determine what circumstances exist that may affect a decision. Examples include: activities or events planned for the day at the campus; local school district decisions about closure, etc.
5. The President will call the DF no later than 5:20 a.m. with a decision to remain open, delay opening, or close for the day.
6. If a decision is made to open late or close, the DF will call the CIO no later than 5:25 a.m. to convey the decision on closure or delayed opening and direct the CIO/ITS to make established announcements, initiate a RAVE message with information about the campuses operational status, and notify local radio stations no later than 5:30 a.m. so that timely messages can be aired and post notification on the home page of the SWOCC website.
7. The DF will call the on-duty Campus Security officer and housing no later than 5:30 a.m. with the decision of the President. The DF will also notify Dining Services, the Student Recreation Center and other designated employees to report for duty.

Please note:

- The hours listed are for ideal scenarios. Weather and power outages are unpredictable, and the College will respond as quickly as possible to any circumstance.
- Students and staff should make their own decision on whether or not to travel from their residence to the College.
- It is assumed that during weather emergency or power emergency events the DF or designee will act as the on-site incident manager.

WORK DAY/EVENING – EARLY WEATHER CLOSURE

1. DF or designee will notify the President (or designee) and C I O prior to 3:00 p.m. of the deteriorating site conditions with a recommendation to close the College, or remain open as scheduled.

2. The President may consult with Executive Team Cabinet members and/or local school district leaders.
3. President should notify the DF no later than 4:00 p.m. if a decision to close has been made. The DF will begin established routines to close the campus.
4. The President will convey the decision to close and direct the CIO or designee to make established announcements, initiate a RAVE message about the campuses' operational status and contact local radio stations.

WORK DAY CLOSURE FOR POWER OUTAGE OR OTHER EMERGENCY

1. DF (or designee) will notify President (or designee) and CIO of the power loss, facilities effected, estimated restoration time and estimated extent of hazards.
2. President (or designee) will confer with Executive Team about impacts and potential closure options.
3. Following a decision to close, the President will inform CIO to make established announcements, initiate a RAVE message and notify local radio stations about the College's operational status. DF will initiate any required actions to close or sequester segments of campus.

Adopted as Admin. Policy/Procedure: May 6, 2015

Revised: January 15, 2020