

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

ALL DAY CLOSURE/DELAYED OPENING

1. On duty Campus Security officer will notify the Director of Facilities (DF) or designee prior to 4:00 a.m. of deteriorating site conditions, power outage¹ or other conditions that would make normal use of the campus difficult or dangerous.
2. Director of Facilities 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 Chief Information Officer² 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 5:30 a.m. so that timely broadcast 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 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.
- It is assumed that during weather emergency or power emergency events the Director of Facilities or designee will act as the on-site incident manager.

¹ Call Chief Information Officer/Executive Director of Information Technology, as well

² If CIO unavailable, Security will do basic announcement on campus status.

WORK DAY/EVENING - EARLY WEATHER CLOSURE

1. Director of Facilities (DF) or designee will notify the President (or designee) and Chief Information Officer prior to 3:00 p.m. of the deteriorating site conditions with a recommendation to close/delay opening 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/delay opening has been made. The DF will begin established routines to close the campus.
4. The President will contact the Chief Information Officer to 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. Director of Facilities (or designee) will notify President (or designee) and Chief Information Officer 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 Chief Information Officer to make established announcements, initiate a RAVE message and notify local radio stations about the College's operational status. Director of Facilities will initiate any required actions to close or sequester segments of campus.

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