

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 3070 College Closure or Delayed Opening Due to Inclement Weather or Emergencies

PURPOSE

To establish procedures to determine when the college shall be closed due to inclement weather or other emergencies and the notification process following such decisions.

STATEMENT

INCLEMENT WEATHER

College closure decisions shall be made by the president. If the president is not available, the following order for making closure decisions will be followed: 1) vice president of administrative services; 2) vice president of instruction and student services; 3) Director of Emergency Management and Campus Safety (DEM). Once the decision has been made, the director of emergency management, Director of Integrated Technology, and dean of resource development will be contacted to initiate the SWOCC Safe, RAVE, and media notification process before 6:00 a.m.

When the president or designee announces that conditions are so hazardous that no employees or students should report to campus and/or should leave campus sites early, all staff and students will be notified through the following process:

- Employee or department notification lists; SWOCC emergency alert system notifications made via telephone, text, and/or email; or any appropriate notification method;
- SWOCC Website – an announcement will be displayed on the home page at www.socc.edu
- online at www.flashalert.net;
- the SWOCC Coos and Curry campuses will post a closure notice on the main phone line (541-888-2525); and
- radio and television stations in the Coos, Curry, and Douglas County regions that post school closure information.

If an employee is unable to reach their place of employment due to weather conditions and the college is not closed, such absence will need to be covered by the use of accrued leaves available to the employee in accordance with applicable college leave policies and collective bargaining agreements.

If the college is closed, college closure leave will be made available to employees who were scheduled to work during the closure in accordance with applicable college leave policies and collective bargaining agreements.

OTHER EMERGENCIES/INCIDENTS

Emergencies or incidents are any unplanned events that can cause significant damage and/or disrupt normal operations. Closure decisions and notifications related to emergencies or incidents shall follow the same procedure as for inclement weather with timelines adjusted as necessary.

Emergencies or incidents may result from any or all of the following:

- A. natural events—including severe weather, fires, floods, or earthquakes;
- B. human error—including equipment or chemical misuse, failure to activate safeguards, accidental chemical releases, or other mishaps;
- C. deliberate human action—including workplace violence, sabotage, terrorism, armed robberies, or other crimes or civil disorder;

- D. structural and/or equipment failures—including pipe breaks, power outages, roof collapse, fires, or shocks caused by system problems or explosions.

Division/department heads may make building/department closure recommendations to the appropriate vice president. The president or vice presidents may then make closure decisions for specific buildings/departments as appropriate. If a building/department closure decision is made, the vice president (or designee) will follow the appropriate notification procedure and will notify the DEM and the director of facilities (DF). In addition, the Chief Human Resources Officer will be notified to ensure consistent application of leave policies and appropriate responses to employee inquiries.

ESSENTIAL SERVICES—EMERGENCIES

All executive team members and deans (including the DF and DEM) are designated as employees performing essential services and are expected to remain on-site to assist with emergency management until released by the Incident Commander or his/her designee. Other staff may be so designated if the need arises. Essential services personnel and designated staff shall contact the DEM for the location of the emergency operations center (EOC) and report to the designated site for check-in.

Because of the critical nature of their services, some departments must remain staffed during an emergency closure. The following departments provide essential services and *must* remain open until released by the Incident Commander or his/her designee:

- A. Integrated Technology Services: to support telephone and telecommunications infrastructure;
- B. Resource Development: to disseminate information to internal and external constituents and deal with media inquiries;
- C. Facilities: to maintain utility systems;
- D. Emergency Management and Campus Safety: to coordinate the Incident Command System for the college, safety as related to emergency conditions, coordination of police and other emergency response services, and campus safety;

During an official closure, all other employees who have reported to work will be required to leave campus and will not be allowed to return until the college reopens unless they have received permission to remain on campus from their immediate supervisor.

RELATED ISSUES

- If employees choose not to attend work or leave early when a campus, building, or department closure has not been declared, accrued leave or unpaid leave if no accrued leave is available shall be used to account for the absence. Employees subject to collective bargaining agreements shall be governed by their respective agreements; failing such agreements, this administrative rule shall apply.
- Notification of closures will arrive to each person via Rave/SWOCC Safe messages to cell phones and email addresses. An announcement will also be displayed on the SWOCC website and communicated with the local media. Coordinate any other notification methods you may require with your supervisor; i.e., if you do not have cell or internet coverage.
- The College may decide to close early or cancel evening classes for inclement weather that arrives after the start of the work/instructional day. Campus closure decisions shall be made in consultation with the College President, VP of Administrative Services, and the VP of Instruction and Student Services. **In such instances, the procedure for All Day Closure/Delayed opening will be followed no later than 4:00 pm of the work/instructional day impacted.** Campus staff shall make every practical effort to notify instructors and students of canceled evening classes.
- If the college (Coos or Curry) has been closed and special activities are in progress or scheduled, the decision to cancel them shall rest with the coordinating manager of the activity. The appropriate vice president shall be consulted on these decisions. The ultimate decision should be immediately communicated to the Dean of

Resource Development or their designee so that media outlets can be notified as well as the Executive Director of ITS so that main phone line messages can be updated and the DEM so that campus safety is aware.

- In the event of a work/instructional day closure for a power outage or other emergency, campus closure decisions shall be made in consultation with the College President, VP of Administrative Services, the VP of Instruction and Student Services, DEM, and the DF or the Dean of Curry Campus. **In such instances, the procedure for All Day Closure/Delayed opening will be followed with timelines adjusted to meet the needs of the emergency.** The Director of Facilities will initiate any required actions in conjunction with the DEM to close or sequester segments of campus as necessary.
- Supervisors must develop and maintain a current notification list for their area of responsibility. The notification list should, at a minimum, ensure contact with every employee. Supervisors shall communicate their expectations about the notification process with their employees, assist employees with signing up for RAVE alerts and acquiring the SWOCC Safe app. Also advise employees that emergency information will be available on the college website and official social media channels, through the main phone line (541-888-2525), and the media outlets below.

Outlet	Station Title	AM Frequency	FM Frequency
Radio Stations	Bicoastal Media	Several Coos & Curry	Several Coos & Curry
	The Legend	-----	105.9
	Marshfield High	Several	Several
	Southern Oregon University	Several	Several
Television Stations	KEZI CHANNEL 9		
	KCBY CHANNEL 16		
	KOB Channel 5		
	KDRV Channel 12		
	KTLV Channel 10		

PROCEDURE

Please note:

- The hours listed in each procedure 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 emergencies or power emergency events, the DEM or designee will act as the on-site incident manager.
- Each decision is likely to inconvenience someone. SWOCC does its best to ensure safety and accessibility for as many students and staff as possible and encourages individuals to use caution and make the best decisions they can for themselves, whether confronting bad weather or other challenges.
- Public agencies such as colleges have found that delays often create more confusion than closing for the day or remaining open for the day. Individual public agencies and school districts may still delay depending on changing conditions in their vicinities.

All Day Closure/Delayed Opening

Time	Responsible Party	Action
Before 4:00am	Campus Safety Officer on duty (Coos) Dean of Curry Campus (Curry)	<ul style="list-style-type: none"> ○ A phone call to the DEM to alert re: deteriorating site conditions, power outage, or other conditions that make normal use of the campus difficult or dangerous. ○ If the DEM is not available, contact the DF.
4:00am - 4:30am	Director of Emergency Management	<ul style="list-style-type: none"> ○ Review all available sources of information for developing weather conditions and forecasts. ○ Contact or acquire information from local school district officials to ascertain their plans. ○ Contact VP of Administrative Services to advise of weather and site conditions. Provide a recommendation for a closure time frame (full, delayed, or certain length of time) or to remain open as scheduled. ○ If the VP is not available, contact the College President.
4:30 am – 4:30 am	VP of Administrative Services	<ul style="list-style-type: none"> ○ Call VP of Instruction and Student Services and Director of Facilities to discuss weather risks, plans of local school districts, and determine what circumstances exist that may affect a decision. ○ Call the President; a decision is made to open or close ○ Contact the DEM with the decision.
Before 5:15 am	Director of Emergency Management	<ul style="list-style-type: none"> ○ Contact the Executive Director of ITS and the Dean of Resource Development or their designee to convey the decision on the college's operating status and direct them to make necessary announcements. ○ Notify SWOCC Safe and RAVE subscribers of college's operating status. ○ Notify on-duty campus safety officer and Director of Residence Life (or designee) of the college's operating status.

Before 6:00 am	Executive Director of ITS or designee	<ul style="list-style-type: none"> ○ Update the college main line phone message (541-888-2525)
	Dean of Resource Development or designee	<ul style="list-style-type: none"> ○ Notify local radio and television stations. ○ Post notification on www.socc.edu home page.
	VP of Administrative Services	<ul style="list-style-type: none"> ○ Notify Dining Services, Student Recreation Center, and other designated departments as necessary with the college's operating status and if there is a need for employees of those areas to report to duty. ○ Send out college operating status email to employee/student list serves. ○

College Closure FAQs

Q: How will I know if SWOCC is closed due to weather, power outage or other emergency?

A: When a decision is made to close Southwestern Oregon Community College (Coos and/or Curry Campus) or delay classes due to severe weather, the College posts communications with news media, on socc.edu and [official college social media channels](#), and sends a RAVE/SWOCC Safe emergency message. Students and employees should go to [myLakerLink](#) to sign up to receive RAVE text messages and install the SWOCC Safe App. They should also use [myLakerLink](#) to make changes and update their contact information. Calling 541-888-1503 will provide recorded campus closure information.

Q: When will I know that SWOCC (Coos Bay) or (Curry) is closed or delayed in opening?

A: Closures or delays can be announced at any time as conditions change; however, every effort will be made to announce morning closures or delays no later than 6:00 a.m. and evening closures by 4:00 p.m.

Each decision is likely to inconvenience someone. SWOCC does its best to ensure safety and accessibility for as many students and staff as possible and encourages individuals to use caution and make the best decisions they can for themselves, whether confronting bad weather or other challenges.

Q: What do delays mean?

A: If the opening of classes is delayed, any class or lab that began prior to the campus opening are canceled. The remainder of the day would continue on the regular schedule.

Q: What about snow and ice removal on campuses?

A: When snow and ice accumulate on the Coos Bay Campus, gates are closed at the east and main entrances and work crews spread deicer in pellet and spray form on sidewalks. Since the Coos Bay and Curry areas are fairly temperate and do not get exposed to extreme reoccurring heavy snow or icy winter conditions, the SWOCC Facilities Department has limited equipment and treatment resources to react to sudden accumulating snow or widespread icy conditions. It is very important that everyone use appropriate footwear, wear gloves, use handrails, take extra precautions in wintry conditions, and

expect slick spots on cold mornings. Call Facilities at 541-888-7250 to report unsafe conditions or concerns.

Q: If SWOCC is closed, should staff report for work?

A: When a SWOCC campus is closed, **all** College classes and activities at the location are canceled and staff who work there **should not** report for work or come to the work site unless they receive specific instructions otherwise from their supervisor or hear such instructions in news announcements. If it is announced that sections of campus are closed and others are open, staff who work at the open facilities should report to work as usual.

SWOCC does its best to ensure safety and accessibility for as many students and staff as possible and encourages individuals to use caution and make the best decisions they can for themselves, whether confronting bad weather or other challenges.

Q: Will staff be paid during a closure or delayed opening?

A: Per contractual agreement and policy, SWOCC employees are paid when inclement weather requires a campus closure or delayed opening.

Q: How are weather closure decisions made?

A: SWOCC administrators, safety and facilities staff work as a team and collaborate with public agencies including cities, the county, and ODOT in making weather closure decisions. SWOCC conducts real-time monitoring of developing weather, road, and campus conditions.

The factors noted as well as other factors are taken into consideration when making a closure or delayed opening decision:

- What are the conditions on campus?
- What are road conditions like?
- What is the weather forecast?
- Are temperatures expected to fall or rise?
- How will this affect student-parents with kids in school?
- How will this affect students and staff who commute from a significant distance?

Q: I'm a student, what if I miss my class(es) due to the weather?

A: If you miss class due to the weather or for any reason beyond your control, talk to your instructor or department head.

Each decision is likely to inconvenience someone. SWOCC does its best to ensure safety and accessibility for as many students and staff as possible and encourages individuals to use caution and make the best decisions they can for themselves, whether confronting bad weather or other challenges.

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