

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

Procedure: COLLEGE CLOSURE PROCEDURE (AP-036)

Contact: Marketing and Community Relations, 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 director, Marketing and Community Relations (“director”) who will in turn contact local radio and television stations with the message. The dean of College Services will arrange for associated messages on the college website, e-mail, and switchboard.

RCC staff should: (1) check the College website at www.roguecc.edu for the latest information. The message displays in red directly under the *Events Calendar*; (2) read RCC email; (3) call the College switchboard: 245-7500 or 956-7500 (use the full number; dialing 7500 internally will bypass the message); (4) check with local radio and/or television stations. Even though media will be notified, there is no guarantee about if, how or when they will announce the delay or closure. If these communication methods fail, you can always contact your supervisor. Faculty are responsible for making up missed activities/learning outcomes.

Staff should consider their personal safety and driving conditions based on where they live. If you feel conditions are not safe for you to drive to your assigned campus, you may use contract leave or vacation. Please contact your supervisor regarding your anticipated absence.

Only the director and his/her representatives should attempt to contact the media for announcements or information. (A code word may be required).