

## Feather River College Campus Closure Decision Process

Under conditions of adverse weather or catastrophic events, the following process will be used to determine the status of campus closures and staff reporting requirements. In the event the person listed to perform a task is unavailable, their designee (as shown below) will do so.

### **I. If conditions exist or are anticipated, a decision should be made prior to 6:30 a.m.**

A) Decision team communication text between the following persons with Kevin Trutna or designee to make the decision.

1. Derek Lerch
2. Carlie McCarthy
3. Kevin Trutna
4. Morgan Turner
5. Tony Warndorf

Option 1: close for a full day

Option 2: close for the morning

Option 3: remain open

B) Program lead communication text by Kevin Trutna (or designee) to send communication text to program leads notifying of the upcoming announcement. Program leads may provide further information from their area prior to Primary announcement.

1. Meredith Aragon – Fitness Center
2. Sean Conry - Perch
3. Katie Desmond – ISP/DE
4. Erin Ellingson - HR
5. Cindy Hall - President's Office
6. Jamel Hamler - Housing
7. Kinderlin Hoznour - CDC
8. Derek Lerch - Instruction
9. Nick Maffei - PIO
10. Carlie McCarthy – Student Services
11. Greg McCarthy - Athletics
12. Russell Reid – Ag Chair
13. Sarah Ritchie - Housing
14. Morgan Turner – Business Office
15. Scott Tuss - IT
16. Tony Warndorf - Facilities

C) Primary announcement for campus closures will be made through Regroup and may include email, voicemail, text

- Carlie McCarthy will have responsibility for placing messages on notification system
- Nick Maffei is the backup for primary announcement
- Kevin Trutna as contingency option

D) Secondary announcements may be used including FRC website and FRC social media. Note: Regroup may be the only announcement sent depending upon circumstances

- Nick Maffei is responsible for secondary announcement
- Carlie McCarthy as backup
- Sean Harris as contingency option

E) Media announcements may be given to KNLF, KTOR, KSUE/JDX, Plumas Sun (as appropriate)

- Nick Maffei is responsible for media announcements
- Kevin Trutna as backup
- Cindy Hall as contingency option

**Note: Only those authorized to provide closure information to the media may do so.**

- II. If the college opens for the morning, but weather conditions worsen, closure decisions will be made by 1:00 p.m. and the same process for notifications will be used.**
- III. If evening classes are to be canceled, the decision will be made by 3:30 p.m. and the same process for notifications will be used.**

In the event that the Superintendent/President is unavailable, closure decisions will be made in the following order, after consultation with the Director of Facilities or his designee.

- **Vice-President Instruction/CIO, Dr. Derek Lerch**
- **Vice-President Student Services/CSSO – Carlie McCarthy**
- **Vice-President Business Services – Morgan Turner**