

## **Feather River College Inclement Weather/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.

### **1. If conditions exist or are anticipated prior to 6:30 a.m. - 7:00 a.m.:**

Tony Warndorf will phone/text Kevin Trutna and a decision will be made to:

- a) close for a full day
  - b) close for the morning
  - c) remain open
- Tony Warndorf will advise Morgan Turner of the decision.
  - Morgan Turner will advise Sean Conry of the decision.
  - Kevin Trutna will advise Derek Lerch, Carlie McCarthy, Emily Ellison, Walter Parham of the decision.
  - Primary announcement sites for campus closures will be made through Regroup, email, voicemail, and text. Carlie McCarthy will have responsibility for placing messages on these notification systems. Secondary announcements for campus closures will include FRC website, FRC social media, and app.
  - Further announcements may be given to KNLF, KTOR, KSUE, Plumas News, email, app, and Feather River College social media.

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

### **2. 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.**

### **3. If evening classes are to be canceled, the decision will be made by 3:30 p.m.**

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**
- **Chief Human Resources Officer – Emily Ellison**

### **Home and cell phone numbers listed below:**

Kevin Trutna, Superintendent/President	530-822-9251(H)	530-682-5208 (C)
Derek Lerch, Vice-President Instruction/CIO	530-283-3073(H)	530-394-0531 (C)
Carlie McCarthy, Vice-President Student Services/CSSO		503-791-2809 (C)
Emily Ellison, Chief Human Resources Officer		775-848-5749 (C)
Morgan Turner, Vice-President Business Services/CFO (I)		530-514-8228 (C)
Natalie Presta, Director of Information Services (I)		971-244-3475 (C)
Tony Warndorf, Director of Facilities (I)	530-283-4211 (H)	530-258-7540 (C)
Cynthia Hall, Adm. Asst. to the President		858-263-8105 (C)
Lori Bergum, Adm. Asst. to Vice-President Instruction/CIO		530-816-0383 (C)
Krystal Drybread, Adm. Asst. to Vice-President Student Services/CSSO		530-517-1562 (C)
Walter Parham, Director of Athletics		442-307-4926 (C)
Sean Conry, Food Services Manager		415-203-3163 (C)

**PGE 800-743-5000**

**CALTRANS 800-427-7623**

**CHP 257-9605 or 283-1100**