**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 a.m.:**

Nick Boyd or Tony Warndorf will phone Kevin Trutna and a decision will be made to:

 a) close for a full day

 b) close for the morning

 c) remain open

* Nick or Tony will advise Jim Scoubes and the Switchboard of the decision.
* Jim Scoubes will notify Mike Miller of the decision.
* Kevin Trutna will advise Derek Lerch and Cynthia Hall of the decision.
* Cynthia Hall will advise Carlie McCarthy of the decision.
* Derek Lerch will advise Virginia Jaquez, Division Chairs, David Burris, and Merle Trueblood.
* Derek Lerch will issue an e-mail to faculty and associate faculty reminding them to communicate with students.
* Cynthia Hall will call the local radio stations with the decision.

KNLF: 283-4144 KTOR: 256-2400 KSUE/JDX: 257-2121

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

* Carlie McCarthy will place a message on the website and FRC campus app regarding the closure
1. **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. In addition, e-mail will be sent by the President’s Office to all students and employees by 1:30 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.

* **Dean of Instruction/CIO, Dr. Derek Lerch**
* **Chief Student Services Officer – Carlie McCarthy**
* **Director of Human Resources – David Burris**

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

Kevin Trutna, Superintendent/President 822-9251(H) 682-5208 (C)

Derek Lerch, Dean of Instruction/CIO 283-3073 (H) 394-0531 (C)

Carlie McCarthy, Chief Student Services Officer 503-791-2809(C)

Jim Scoubes, Chief Financial Officer 945-1800 (C)

Nick Boyd, Director of Facilities/CTO 283-3672 (H) 394-7503 (C)

Cynthia Hall, Adm. Asst. to the President 858-263-8105(C)

Virginia Jaquez, Adm. Asst. Dean of Instruction/CIO 394-0859(C)

David Burris, Director Human Resources 403-8335 (C)

Merle Trueblood, Director of Athletic Operations & Events 392-2660 (C)

Tony Warndorf, Maintenance Specialist II 283-4211(H) 258- 7540(C)

Mike Miller, Food Services Manager 916-595-2433 (C)

**Designated “backups” for each person are as follows:**

Kevin Trutna – Derek Lerch Nick Boyd-Tony Warndorf

Derek Lerch –David Burris Cynthia Hall-Virginia Jaquez

David Burris – Jim Scoubes Jim Scoubes – Cynthia Hall

**PGE 800-743-5000 CALTRANS 800-427-7623 CHP 257-9605 or 283-1100**