



# Severe Weather/Emergency

## Campus Closure Procedures & Frequently Asked Questions

*\*Please Note: Campus closure does not necessarily mean College closure. Online classes may not be affected. Refer to the Distance Education section on page 3 for more details.*

### **Q: How do I find out if the College is closed and classes canceled or delayed?**

**A:** The College will use several methods to notify students if the campus is closed or late start determined. The key methods used include:

- Social Media Postings:
  - Facebook - <https://www.facebook.com/CollegeoftheSiskiyous/>
  - Twitter - [https://twitter.com/COS\\_InfoNow](https://twitter.com/COS_InfoNow)
  - Instagram - [https://www.instagram.com/siskiyous\\_eagles/](https://www.instagram.com/siskiyous_eagles/)
- Flyers - posted on campus exterior doors of the buildings.
- Message on (530) 938-5555, which is the main college switchboard number
- Message on the homepage of our website: [www.siskiyous.edu](http://www.siskiyous.edu)
- COS Connect - The College highly recommends you subscribe to this messaging service in order to receive instant notification on important matters such as campus closure. Go to the College of the Siskiyous webpage and scroll down until you see the COS Connect image. Click on the image and follow directions to set up free account. Or go to this web address: <https://member.everbridge.net/index/453003085611736#/login>. For help, contact the Public Relations Office at (530) 938-5373 for information on how to sign up for this service.



- Radio/TV Station Announcements – Tune to the following stations:
  - Z100 - 100.1 FM
  - KRCR – Channel 7 Redding
  - KDRV – Channel 12 Medford
  - KOBI – Channel 5 Medford (Fox 26 is an affiliate of KOBI - Medford)
  - KTVL – Channel 10 Medford

### **Q: How does College of the Siskiyous determine when to close campus due to severe weather and/or emergency?**

**A:** The District uses a variety of sources including local police departments, California Highway Patrol, CalTrans, and weather services to determine severe weather conditions. The campus has regular communications with county services, safety resources and law enforcement agencies. Questions we ask include:

- Is Interstate 5 open?
- Can the campus roads and parking lots be cleared?
- Is it safe for our students, staff, and faculty?
- Does the campus have power and/or water?
- Is the campus under mandatory evacuation orders?
- Are neighboring schools closed and/or evacuated?

**Q: Who determines when the campus/campuses will be closed?**

**A:** The Superintendent/President will make the final decision in consultation with a variety of resources. The District considers the safety of our students, faculty and staff to be of the utmost importance. When the Superintendent/President makes the decision to close the college, this will affect the entire campus (or site).

During severe weather closures, no on-campus classes will be held and home games are canceled until the decision is made to reopen the college campus. Essential staff (Facilities, Lodge and Food Services) may be needed during a closure. These services are determined by the Superintendent/President on a case-by-case basis.

**Q: When will campus/campuses closures be determined?**

**A:** Weather patterns and/or emergency situations that present risks (ex. safety, severe weather) will be identified and rated for the likelihood of creating a decision for campus/campuses closure. If risk levels identified during the day are the same for the evening, the Superintendent/President will target a “go/no-go” decision for evening classes at least **two hours** before the majority of evening classes commence. (At present “evening” classes start at 6:00 p.m.; therefore the decision target deadline will be before 4:00 p.m.).

If the District identifies risk levels before the start of the day’s classes, the Superintendent/President will target a “go/no-go” decision at least 90 minutes before the first day classes commence (at present daytime classes start at 7:00 a.m.; therefore the decision target deadline will be before 5:30 a.m.).

If you need to start commuting to campus prior to 90 minutes before a class starts, please make your own decisions about safety before traveling.

**\*\*Note** – Special populations/programs (Nursing, Fire, Paramedic, Law Enforcement Academy, etc.) may have an alternative plan. Please check with the Program Director/Instructor for information regarding campus closures or late start.

**Q: Will closures always be for the entire day?**

**A:** No, depending on the severity of weather and safety, for classes held during the day, the District could:

- Declare a closure for the entire day (day and evening classes);
- Declare a delayed or late start (usually a two hour delay, making the first day classes to be held starting at/or soon after 9:00 a.m.);
- Declare a day-only cancellation, with a delay in determining whether evening classes will be held (which will follow the evening class timeline described above).

During a delayed start, any classes that start **before** the delayed start commences (e.g., a class that starts at 7:25 a.m. and ends at 9:50 a.m.) will **not** meet.

**Q: Evening Classes: Who determines a campus closure once evening classes/activities have already begun?**

**A:** If inclement weather and/or emergency should occur once evening classes/activities have already begun, the Night Administrator will communicate with the Superintendent/President or the Maintenance staff (ext. 5911). The Night Administrator does not make the decision to close campus but will advise the Superintendent/President of current weather conditions.

**Q: How do I know when the campus is reopened?**

**A:** The Superintendent/President in collaboration with the Director of Facilities will continue to monitor the weather/emergency situation for changes that will allow the campus to reopen. When the decision is made to reopen, communication will be made through the same methods as noted above.

**Q: What if I cannot attend class due to severe weather, but the college is still open?**

**A:** Each student must decide when it is safe to travel. If campus is not closed and you believe you cannot make it to the college safely, you should notify your instructor(s) and work with the instructor(s) to get the assignments you miss.

**Q: If I am on campus when the decision is made to implement a severe weather/emergency closure:**

- **What do I do if I either ride the STAGE to and from campus, and it is not operating due to road closures;**
- **Or, my “ride” cannot make it to campus due to the severe weather/emergency?**

**A:** Students who do not have a ride home should meet in the Student Center. Depending upon weather conditions and the emergency situation, there may be individuals on campus who can drive you home or you may need to remain on campus. Please remember that your safety is the College’s highest priority. The College has worked with the Red Cross to become a “shelter” and in severe weather and emergency situations we may receive that designation.

## **Distance Education**

**Q: I am in a videoconference class, how do I know if my class is canceled due to severe weather/emergency situation?**

**A:** When a class in Weed and/or Yreka is canceled or is affected by a campus closure, all associated sites will be canceled as well. This response also applies to students attending a videoconference class at one of our remote sites (Modoc, Butte Valley, etc.)

**Q: What if I cannot attend due to severe weather/emergency situation where I am located but the class has not been canceled.**

**A:** If your videoconference class is not canceled, and you feel you cannot make it to class safely, notify your instructor(s) and work with your instructor(s) on any work missed.

**Q: If the campus is closed, do I still have to check in to my online course?**

**A:** Online courses **are not affected** by campus closures if the campus is closed for less than 48 hours. If the campus closure remains in place for 48 hours or more, online classes will be suspended until the campus reopens. During a campus closure that is in effect for 1 to 47 hours, you should continue to work in your online course(s) as you normally would. The COS Library resources are available online 24/7 and most Academic Success Center support services (tutoring for example) are available online as per their published schedules. Please be aware that some services may not be available during campus closures, such as on-campus student services and on-campus academic support. Furthermore, if a closure remains in place for 48 hours or more, access to online student support services will be suspended until the campus reopens.

**Q: I am in an online course. What if my power is out and I am without internet access for an extended period?**

**A:** If possible, notify your instructor(s) via the phone number listed on the course syllabus. If you do not have a hard copy of your syllabus, contact the main campus switchboard number for directory information, (530) 938-5555. If you are unable to find the appropriate phone contact information, you can also contact the Distance Learning Department at (530) 938-5520, the Student Help Desk at (530) 938-5523, or the Office of Academic Affairs (530) 938-5201, to help you locate the contact information.

**Q: I am the instructor of an online course. What if my power is out, and I am without internet access for an extended period?**

**A:** We understand that many instructors have communication policies that state students can expect a response to their questions within 24 hours. Canvas Admin wants to support you and assure your students who might be concerned that they are not hearing from you. Contact the Distance Learning Center at (530) 938-5520, and we can post an announcement and/or Canvas Inbox note to your students informing them of your situation. Also, please contact the Office of Academic Affairs as well as your Dean at (530) 938-5201.

## Lodge Residents

**Q: What do Lodge (resident) students do when the District closes the Weed Campus?**

**A:** During severe weather and emergency situations, students will likely be told to “shelter-in-place,” meaning students should stay in the Lodges. Details on how residents can access food and other necessities will be communicated to Lodge students by Lodge staff depending on the severe weather/emergency closure situation. The key here is that the District will not forget that during a Weed campus closure there are students sheltering on the grounds of the closed campus. If evacuation becomes necessary, the District staff will take care of finding shelter and other necessary services.

## Classified Professionals and Student Employees

**Q: I am an employee of the College and I have been asked to work during a campus closure. Can I expect compensation?**

Exempt employees are not compensated for work performed during a campus closure. Non-exempt employees, asked to work during a campus closure, are compensated at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

**Article: 12.9 Campus Closure for Inclement Weather or Other Unplanned Campus Closure**

- 12.9.1 An employee who would otherwise be on a paid leave status for that day shall not be charged under that leave.
- 12.9.2 An employee who is directed and authorized by the immediate supervisor to work on such a day of inclement weather or other campus closure shall be compensated on an overtime basis for such work. In addition to regular pay for working on a closure day, the employee shall receive compensation either paid or CTO equal to one and one-half times the employee's regular rate of pay.
- 12.9.3 Section 12.9 applies to unplanned campus closures. When classes are cancelled, but the campus is open, Section 12.9.2 does not apply. Employees scheduled to work must use leave (vacation, CTO, or LWOP) in the event of an absence.