

# BATES TECHNICAL COLLEGE INCLEMENT WEATHER AND EMERGENCY PROCEDURES

Last Update: October 2022

## Emergency Event, Natural Disaster or Inclement Weather

In the event of an emergency, a natural disaster or inclement weather, initial contacts are:

**Primary:**

Director of Facilities and Operations: **Dee Nelons**  
Director Safety and Security: **Ray Richardson**  
Facilities and Operations Manager: **Vladimir Popescu**

**Secondary:**

Public Information Officer (PIO): **Chelsea Lindquist**

### INITIAL ASSESSMENT

**If the emergency is weather related.** The Director of Facilities and Operations will obtain a road condition assessment (Steve Ashpole). The assessment will be communicated to the college president or designee.

**Note:** Should campuses receive greater than **2"** of snow, the Director of Facilities and Operations will recommend college closure.

### ASSESSMENT/ DECISION MAKING

The Director of Facilities and Operations or Designee will assess the regional conditions and the status of local roads. Any roads adjacent to campus that have been closed by the City of Tacoma, may warrant campus closures. The Director Safety and Security will serve as secondary in the event the Director of Facilities and Operations is not available.

The Director of Facilities and Operations will consult with the President or designee and make the decision to:

- Close campus
- Delay opening
- Cancel classes

**Decision needs to be made by 4:30 a.m., if weather related. Communicated before 5 a.m.**

The Director of Facilities and Operations will initiate formal notification and communication process, to provide campus status to employees and students.

Director of Facilities and Operations or designee will:

- Activate the College Closure Telephone Tree
- Notify PIO to send RaveAlert message and update various communications outlets
- During normal college business hours, send campus-wide email to notify employees and students
- Monitor conditions and coordinates updates to RaveAlert and other outlets as needed until event concludes

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## ASSESSMENT/ DECISION MAKING

### Evening and Weekend Closures:

- If the college closes on a weekday, all evening classes, programs and events are cancelled and the campuses are closed
- If the college closes on a Friday due to inclement weather, then Saturday classes, programs and events are cancelled and the campuses are closed
- If inclement weather creates hazardous travelling conditions on a Saturday, then a decision to cancel classes will be made by 6:00 a.m. on that Saturday. Staff and students should call the Weather Info Hotline 253.680.7060, which will be updated by 6:30 a.m. on Saturdays if classes have been cancelled. RaveAlerts will not be sent for weekend closures.

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<p><b>NOTIFICATION AND COMMUNICATION</b></p>	<p><u>Director of Safety and Security or designee will:</u></p> <ul style="list-style-type: none"> <li>• Contact IT to activate School Closure outgoing voice message greeting:             <ul style="list-style-type: none"> <li>○ <b>George Jones</b></li> <li>○ <b>Backup: Student Services</b></li> </ul> </li> <li>• Once event concludes             <ul style="list-style-type: none"> <li>○ Notify IT to change phone system to normal status</li> </ul> </li> </ul> <p><u>PIO or their designee will contact:</u></p> <ul style="list-style-type: none"> <li>• Communications and Marketing Dept., coordinate updates to college website, weather hotline and RaveAlert             <ul style="list-style-type: none"> <li>○ <b>Primary: Chelsea Lindquist</b></li> <li>○ <b>Backup: Dee Nelons; and Ray Richardson</b></li> </ul> </li> <li>• Update Flash Alert online system, which notifies major media outlets</li> <li>• Once the event concludes             <ul style="list-style-type: none"> <li>○ Update social media sites, weather hotline and Bates Technical College website</li> </ul> </li> </ul>
<p><b>APPROVED NOTIFICATION MESSAGES</b></p>	<p>Approved Notification Messages:</p> <p>Bates Technical College is Closed.          Bates Technical College will close at _____.          Bates Technical College will reopen at _____.          Bates Technical College Childcare Center will close at _____ (if necessary)          Bates Technical College Childcare Center is closed.          Bates Technical College Childcare Center will reopen at _____</p> <p><a href="#"><u>Additional templates here.</u></a> (Authentication required)</p>
<p><b>CAMPUS CLEANUP AND RESPONSE</b></p>	<p><u>Campus Cleanup and Response:</u></p> <ul style="list-style-type: none"> <li>• The Director of Facilities and Operations will coordinate with facilities staff to ensure all building entries, decks, pedestrian walkways and sidewalks are cleared and safe for use</li> <li>• The Director Facilities of Operations will coordinate with facilities staff for snow or debris removal, and anti-icing and sanding services for all parking lots, roadways and campus entrances to the extent possible and as resources allow</li> </ul>



## Emergency Information

Students and employees may access the most up-to-date weather information on delayed starts, campus closures or early dismissals in the following manners:

### **Phone, 253.680.7060**

The most reliable source of information, the Weather Information Hotline (253.680.7060) is the first source that is updated any time a closure or delay happens. Whenever possible, the weather hotline is updated by 5:30 a.m. with current information and as changes occur throughout the day.

### **Rave Emergency Alert System, [www.getrave.com/login/batestechcollege](http://www.getrave.com/login/batestechcollege)**

Rave Alert is Bates Technical College's official emergency notification system used to communicate with students and employees during events that affect college operations, including campus emergencies and inclement weather. Students and employees with Bates-issued email addresses are automatically enrolled.

### **Internet**

- BTC's Facebook and Twitter pages: [Facebook.com/BatesTechnicalCollege](https://www.facebook.com/BatesTechnicalCollege); [Twitter.com/BatesTechnical](https://twitter.com/BatesTechnical) and [BatesTech.edu](http://BatesTech.edu)

### **Media outlets**

Please check local TV, newspapers and radio stations for updates. We use FlashAlert to post regular updates to local media outlets.