

# CANCELLATION OF CLASSES/CLOSING OF THE COLLEGE

In the event of inclement weather or other emergency which causes the institution to close, every effort will be made to inform employees and students in a timely manner through a variety of media channels. Designated employees (i.e., Public Safety, Maintenance) may be assigned to report to their respective departments.

Roadrunner Alert is Dalton State College's emergency notification system. It allows College officials to send critical information to the campus community through the use of text messages, voice messages, and emails. Dalton State College urges all students, faculty and staff to update their emergency contact information in Roadrunner Portal so that Roadrunner Alerts are sent to correct number or addresses. Dalton State College is committed to keeping the campus community as safe as possible through effective communication prior to and during emergencies.

In order to update information for Roadrunner Alerts:

- Log into [Roadrunner Portal](#)
- Click 'Personal Information,' under Banner.
- Click 'Update Emergency Contacts'.
- In the drop down menu under 'Relationships' click on Roadrunner Alert or Roadrunner Text.
- (You must choose one of these to receive messages). You have the option of using multiple numbers to receive messages.
- Enter your personal information.
- Enter the primary phone number where you can be reached in the event of an emergency.
- Click submit.
- Please program your phone with the following incoming number, [706-272-2493](tel:706-272-2493), or the Roadrunner Alert may not reach you.

Closings because of weather will be made at whatever point it is determined that conditions are or will likely become unsafe. If you are teaching at an extended campus site, you must observe the decisions of the host facility. These announcements are usually made on radio and television stations in the area of the host site.

If the campus is crippled by snow or ice, the President will act upon information received to determine if the campus is to close. If the decision to close the campus is required, the Vice President for Student Affairs and Enrollment Management will contact television networks in Chattanooga and Atlanta. The Department of Public Safety will issue appropriate mass communication messages via text messaging, email, and phone calls. The Marketing and Communications Department will post appropriate messages on the college's website and media pages. The Campus P/A system may also be utilized for immediate notifications to the community. Public Safety, Plant Operations, and the Vice President for Fiscal Affairs will attempt to monitor, maintain, and protect campus and campus property as much as possible. Only when safe driving and safety conditions exist will the campus resume normal operating conditions.

In all cases, the College expects employees and students to exercise judgment and caution in assessing the safety of conditions they will encounter between their point of departure and the campus or extended campus site. Faculty should encourage their students to sign up for Roadrunner Alerts and to identify one or more of these sources for information on class cancellations.

Decisions on make-up days depend on several factors; however, because of the constraints of the University System's Uniform Calendar, compensatory time is usually not scheduled unless the total days lost exceed the equivalent of one week of class time in a given academic term.

### Emergency Instructional Plan

In their syllabi, instructors will provide an Emergency Instructional Plan for students to follow in case of inclement weather or other conditions that require Dalton State College to close for up to a week of classes. As a part of the plan, faculty should refer students to GeorgiaVIEW, the DSC Portal, printed syllabi with list of readings and assignments, and/or email to retrieve assignments or to converse with teachers through email or through a message board. Each instructor's Emergency Instructional Plan must be approved by the department chair or dean prior to inclusion in the syllabus. This Emergency Instructional Plan will allow the instructional hours to count toward the credit hours earned by the student. Compensatory make-up days may be required if the total number of days lost exceeds the equivalent of one week of class time.