



Inclement Weather Protocols

1. By 5:00am the Chancellor, the three Vice Chancellors, and the Chief of Campus Police drive the roads to check for dangerous conditions.
2. The UACCH police chief is in radio contact with Hope PD, Hempstead County Sherriff and, if possible, Arkansas State Police for information on local and area road conditions.
3. The UACCH chief of police and three vice chancellors call the chancellor to report on findings.
4. No later than 6:00 AM, the chancellor makes the decision to cancel or remain open and notifies the three vice chancellors and the communications and external affairs coordinator of the decision and to activate the calling tree.
5. Calling tree goes into effect if classes are cancelled/delayed.
6. Director of computer services posts notice on the UACCH homepage.
7. Communications and external affairs coordinator and the advertising and publications coordinator advise all media outlets of closing/delay.
8. The advertising and publications coordinator posts a notice on the UACCH FaceBook page announcing the closing/delay.
9. The vice chancellor for student services posts a text message on the UACCH ENS advising of the closing/delay.
10. The vice chancellor for academics posts an email to all employees announcing the closing/delay.
11. Decisions for closing early/cancelling night classes will be made as expeditiously as possible always with the wellbeing of employees and students of paramount importance. Notification will be made in the manner described above.

12. Media Outlets to Check:

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| KTSS- TV Hope/Texarkana | KSLA- TV 12 Shreveport |
| KHPA/KXAR/KTPA Radio | KTBS-TV 3 Shreveport |
| KTAL-TV Shreveport/Texarkana | KTHV-TV 11 Little Rock |
| KARK-TV 4 Little Rock | KATV-TV 7 Little Rock |
| KTXO, KFYX KCMC Texarkana Radio | KPWW, KYGL, KMJI, KKYR, KOSY Clear Channel Radio |