

DACC Emergency Class Cancellation/Closing Procedure (policy 4012)
(Including inclement weather):

In the event of an emergency or severe weather conditions, every attempt will be made to post cancellation/closing announcements to the DACC website (<http://www.dacc.edu>), DACC employee and student email accounts, the DACC main switchboard (217-443-3222), and the Emergency Text Message Alert System**. These media are the official channels utilized by Danville Area Community College to communicate with employees and students.

Any employee who lacks access to at least one of these channels should notify his or her supervisor to make alternate communication arrangements.

While the College works diligently with local broadcast media to provide accurate and timely information, there exists a possibility for miscommunication or delay via third party. Notice will be given to select area broadcast media (noted below*) and will be posted on the College-managed FaceBook (Danville Area Community College and/or Dacc Danville) and Twitter (@DanvilleAreaCC) pages; however, none of these are official College communication channels. Messages received through these media should be **confirmed via the official communication channels** listed above.

In the event that conditions are such that classes are cancelled, but College business will still be conducted, an announcement will be posted that, "Classes are CANCELLED, but DACC is OPEN; staff and administrators please report." If possible, staff and administrators should report to work as usual. If a staff member or administrator is unable to report for work, he or she should contact his or her supervisor to arrange leave.

Should conditions change during the school day so that "classes are CANCELLED, but DACC is OPEN," students may leave but staff and administrators should remain to allow College offices to conduct regular business. Any staff member or administrator who wishes to leave should arrange leave with his or her supervisor at that time.

In the event of an emergency or severe weather conditions resulting in a facility closure, an announcement will be posted that, "DACC is CLOSED" and employees need not report to work. In the event that "DACC is CLOSED" after the school day begins, all students and employees may go home.

There are some personnel who by the nature of their position will be working when classes are CANCELLED and/or the College is CLOSED. These employees will be notified by their Supervisor.

**Please note that users must enroll with the text message alert system each August:

<https://mail.dacc.edu/alerts/> (for employees)

<https://intra.dacc.edu/students/alerts-signup/index.php> (for students)

*Select Area Media:

Radio	TV
WDNL 102 FM	WCIA—Channel 3
WDAN 1490 AM	WICD—Channel 15
WRHK 94.9 FM	WTHI – Channel 10 (Terre Haute)
WITY 980 AM	
WKZS 103.1 FM	
WIXY 100.3 FM	
WLRW 94.5 FM	