

**Syllabus Addendum**

**ENGLISH 100: Instructor Emergency PHONE TREE**

**Remember: This is just in case of instructor’s emergency cancellation. All weather related cancellations must refer to Three Rivers Web site or other media announcements. The college has notification procedures listed in the college catalog and on our website, with lists of media outlets where the information can be obtained.**

**Call the name directly below yours. If you are unable to speak with that person, leave a message and call the next name. If you cannot leave a message, call the next name. Then, call me and give me the name of the person you could not contact.**

**Amy McKenna (536-2373)**

