

Emergency Closings

Procedures for Determining Need to Implement an Alternative Schedule or Closure

After having contacted the law enforcement agencies, the weather service and pre-identified monitors, the transportation supervisor and the superintendent or his/her designee will make the final determination.

In the event of hazardous or emergency conditions such as power failure, furnace or boiler problems, the maintenance supervisor will notify the superintendent or his/her designee for a decision.

Procedures for Notifying Students and Staff of Change in Schedule or Closure

After a decision has been made to implement an alternative schedule, the superintendent or his/her designee will notify the local television and radio stations of the decision and ask that they make the announcement.

During inclement weather, staff are advised to listen to early morning broadcasts. Principals will also notify parents and students through the parent/student handbook that announcements regarding alternative schedules will be carried by local television and radio stations. Principals shall notify staff utilizing the telephone tree.

Decisions on cancelling school, delaying school or early dismissal will be made using prudent measures to ensure the students' safety. School may be cancelled, delayed or dismissed early at certain sites depending upon weather or emergency conditions. Whenever possible, as many schools as possible will remain on the regular schedule.

If school is to be cancelled or delayed the superintendent or designee will notify media, the Board chairman, and building principals. Principals will then notify staff by activating building phone trees.

If school is to be dismissed early the superintendent or designee will confer with the transportation supervisor, weather service, appropriate emergency service agency and key points in district to arrive at a decision. The decision needs to occur as early as possible to forewarn bus drivers. The schedule will be adjusted by the superintendent, as appropriate.

The superintendent/designee will notify media, the Board chairman and the building principals of the decision.

Afternoon kindergarten, all after-school activities and night custodians work shifts will be cancelled. Teachers are to have their students tidy their room before they leave as night custodians won't be working. Staff are to be dismissed as soon as buses leave. Principals will stay until after last bus student has arrived home. Principals will be notified by transportation when the last drop has been made. Day custodians will

secure buildings before leaving. District office staff will be dismissed, as appropriate. Switchboard will remain open until all buses return to the bus barn.

School secretaries will cancel all facility use requests and notify organizations that after-school events have been cancelled. The ESD superintendent will be notified.