

# InterMountain Education Service District

Code: **EBCD**  
Adopted: 1/19/11  
Readopted: 10/21/15

## Emergency Closures

The Board authorizes the superintendent to exercise judgment in the matter of emergency closures<sup>1</sup>. Emergency closure is any condition the superintendent shall deem to be hazardous to the welfare of the employees, such as inclement weather or failure of heating or water systems. The superintendent shall determine the extent of the closure.

1. The decision to close the ESD office for emergency reasons will be made by the superintendent or designee.
2. When a closure becomes necessary, the notice will be announced over local media outlets and via e-mail on the morning of the closure. Announcements of closures made after the employees are at work will come from the superintendent or designee.
3. Employees who normally work in local districts should follow the schedule of the district to which they are assigned that day.
4. If the local district or ESD is closed, employees may use their personal leave or vacation to cover that day. Licensed/contracted employees may make up the day either in accordance with the school district schedule or with time arranged with their supervisor, unless personal leave is used. If a make up schedule is difficult to arrange, supervisors may approve leave without pay.

END OF POLICY

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### Legal Reference(s):

[ORS 334.125\(7\)](#)

[OAR 437-002-0377](#)

[OAR 581-024-0275](#)

[OAR 437-002-0360](#)

[OAR 581-024-0240](#)

[OAR 581-053-0004](#)

### Cross Reference(s):

EEAC - School Bus Safety Program

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<sup>1</sup>Upon approval by the Board, for the 2015-2016 school year, up to 14 hours of emergency school closures due to adverse weather conditions and facilities failure may be included in the calculation of instructional time. (Oregon Administrative Rule (OAR) 581-022-1620 "Instructional time" is defined in OAR 581-022-0102.