

EMERGENCY CLOSINGS

Emergency situation that affects only one school -- If situations develop within a building indicating students must be evacuated or emergency preparations must be taken, the following procedures will be utilized:

- Emergency Preparations -- The building principal will contact the Chief Information and Operations Officer who, in turn, will confer with the Director of Maintenance and Plant Operation and the Director of Child Nutrition Services to ascertain the possibilities of handling the emergency with students remaining in the building. This report will be given to the Superintendent so that a decision may be made relative to the closing of school.
- Closing of the School -- If the Superintendent decides to close the school, the Chief Information and Operations Officer will be notified. The Chief Information and Operations Officer or designee will notify the principal and assist by providing the necessary buses. The Communications Office will notify television and radio stations, if necessary. It is important to keep the welfare and safety of the students in mind. Particularly at the elementary level, the principal will make every effort to provide for students until contact has been made with parents/guardians.
- Bomb Threats -- See Regulation 7305-R, "Procedure for Handling Bomb Threats."

Emergency situation that affects all schools in the District - Inclement weather -- If inclement weather exists or is expected to occur during the early morning hours of the following day, the following procedures will be followed:

- When Inclement Weather Conditions Already Exist
Transportation field coordinators will check road conditions between 8:00 p.m. and 9:00 p.m. and report their findings to the Director of Transportation by 9:25 p.m. The Director will notify the Emergency Management Coordinator by 9:30 p.m. and will make a recommendation to the Chief Information and Operations Officer and Superintendent so an announcement may be made to the public through the local news media no later than 10:00 p.m.
- If Inclement Weather Conditions Are Expected
Field coordinators will check road conditions beginning at 3:00 a.m. Once hazardous road conditions are verified, Field coordinators will report this information to the Director of Transportation by 4:15 a.m. The Director will contact the Chief Information and Operations Officer by 4:45 a.m. The Chief Information and Operations Officer will make a recommendation to the Superintendent, so an announcement may be made to the public through the local news media no later than 6:00 a.m.

The Education Service Center will remain open unless weather conditions dictate otherwise, as determined by the Superintendent or designee. Twelve-month employees at other District facilities will report to their regularly assigned positions unless weather conditions dictate otherwise, as determined by the Superintendent or designee.