

## **EMERGENCY CLOSING**

### **I. DECISION TO CLOSE SCHOOLS IN AN EMERGENCY**

- A. Based on predictions by weather authorities, Civil Defense personnel, and other agencies involved in the management of public safety, the Superintendent or his designee will make the determination to delay the opening of schools or to close schools prior to the beginning of the school day. The Superintendent will inform the President of the School Board. The Communications Department will notify the public and employees through the news media.

After the school day has begun, every reasonable effort will be made to keep schools opened for the entire day. In the event of an impending emergency when schools will remain open, a positive statement to this effect shall be issued to the news media via the Communications Department.

Should the Superintendent or his designee determine that schools should be closed after the school day has begun, the Communications Department shall issue a statement to the news media.

Notification shall be given to all employees through radio and television in the event of an emergency. All employees must report to work unless otherwise instructed.

- B. The Superintendent or his designee will notify all principals.
- C. Bus drivers will be notified by the principals at their base schools of any decision to dismiss schools early. On days when severe weather threatens, bus drivers should also monitor the news media for any announcements of early dismissal. All bus drivers will report to their schools in the same order as regular dismissal immediately upon notification of the closing of schools.

The Transportation Department will notify special education drivers.

It is the responsibility of the bus drivers to keep their phone numbers at home and work current at their base schools. When a bus driver cannot be reached, the principal will call the Transportation Department.

The Superintendent or his designee shall make the decision as to when a school(s) is/are to be reopened.

## **II. CLOSING INDIVIDUAL SCHOOLS DUE TO ON-SITE PROBLEMS**

### A. Non-emergency

The Superintendent or his designee, after consultation with the principal, shall make the decision to close an individual school due to on-site problems at that school.

### B. Emergency

In an extreme emergency where time does not allow for consultation, the principal shall make all decisions concerning the safety of the children. As soon as possible, the Superintendent or his designee shall be notified of whatever actions were taken.

### C. The decision as to when a school shall be reopened shall be made by the Superintendent or his designees in all cases.

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