

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

UNIFORM PROCEDURE

AREA: District Wide	ACTIVITY: Safety	SUBJECT: Emergency Closing Procedure
PROCEDURE #: SP160	DATE CABINET APPROVED: Updated September 2009	RESPONSIBILITY OF: Superintendent

IN THE EVENT CONDITIONS WARRANT A SITE TO NOT OPEN, OPEN LATE, CLOSE EARLY, A TRANSPORTING DISTRICT TO ALTER ITS PICK UP TIME/ NOT TRANSPORT:

I. WHAT TO DO

A. HOST SITE: 287 personnel/programs located within a member district or technical college-operated facility

1. **DECISION TO NOT OPEN, OPEN LATE OR CLOSE EARLY** – District 287 personnel and programs are to follow the announcement made by the district/campus in which the host site is located.

2. **RESPONSIBILITIES**

a. **STAFF**

- i. Listen to WCCO and follow the decision regarding school closings made by the district/campus in which the site is located. If the district/campus cancels classes, has late start, or closes school early, District 287 will close the program in that district. If students are not to report but staff is, District 287 staff will do the same.
- ii. If staff are already at work, District 287 staff should follow direction given to host site staff. If District 287 students are already in attendance, District 287 staff should remain until students are picked up.
- iii. Itinerant staff are to report to any sites/districts in which they are assigned to work that are open.

b. **STUDENTS/PARENTS**

- i. Listen to WCCO and follow the decision regarding school closings made by the district/campus in which the host site is located. If the district/campus cancels classes or has a late start or closes school early, District 287 will do the same.
- ii. Provide District 287, and where appropriate, transportation staff with emergency phone numbers and alternative drop off locations.

c. **HOST SITE ADMINISTRATOR/DESIGNEE**

- i. Notify appropriate District 287 administrator or designee of decision.

- ii. Notify District 287 staff within the facility of decision, if already at work.

d. **DISTRICT 287 ADMINISTRATOR/DESIGNEE**

- i. Notify staff and transporting district transportation director regarding host site decision to not open or open late.
- ii. Notify transporting district transportation directors and parents, where appropriate, regarding host site decision to close early.
- iii. Notify host site administrator/designee and District 287 staff if transporting district decides to alter student pick up time or not transport.
- iv. Make sure students, parents and staff know the district/campus name in which a host site is located.
- v. Make sure emergency phone numbers of 287 staff, students/parents, host site administrator/designee(s) and transporting district transportation directors have been distributed to appropriate individuals.

e. **TRANSPORTING DISTRICT(S)**

- i. Provide District 287 administrator/designee with emergency number of transportation director.
- ii. Notify students/parents and appropriate District 287 administrator/designee if decision is made to alter student pick up time or not transport.

B. DISTRICT 287 OWNED/LEASED SITES – District 287 personnel/programs located within a District 287 owned or leased facility.

1. **DECISION TO CLOSE OR OPEN LATE**

a. **Severe Weather**

- i. With the exception of the District 287 service center, 287 personnel are to follow the announcement made by the district in which the site is located.
- ii. Decision regarding the District 287 service center will be made by the 287 superintendent and announced on WCCO.

- b. Emergency building condition related to a specific site – District 287 personnel/programs are to follow the announcement made by District 287 specific to that particular site. In the case of special education, administrators are to contact the director of special education, who will in turn confer with the superintendent. In all other cases, the 287 administrator is to confer with the 287 superintendent prior to decision. The 287 superintendent or designee will notify WCCO of decisions for announcement.

2. **RESPONSIBILITIES**

a. **STAFF**

- i. Listen to WCCO. In cases of an emergency building condition, an announcement will be made regarding a specific District 287 site closing. In cases of severe weather, a specific announcement will be made regarding closing the District 287 service center. Regarding other District 287 locations, unless the site is specifically announced, follow the decision made by the district in which the site is located regarding school closings due to severe weather. If the district cancels classes or has a late start or closes school early, District 287 staff will do

the same. If students are not to report but staff is, District 287 staff will do the same.

- ii. If staff are already at work, District 287 staff should follow direction given to site staff. If District 287 students are already in attendance, District 287 staff should remain until students are picked up.
- iii. Itinerant staff is to report to any sites or districts in which they are assigned to work that are open.

b. STUDENTS/PARENTS

- i. Listen to WCCO. In cases of an emergency building condition, an announcement will be made regarding a specific District 287 site closing. In cases of severe weather, a specific announcement will be made regarding closing the District 287 service center. Regarding other District 287 locations, unless the site is specifically announced, follow the decision made by the district in which the site is located regarding school closings due to severe weather. If the district cancels classes or has a late start or closes school early, District 287 will do the same.
- ii. Provide District 287 and, where appropriate, transportation staff with emergency phone numbers and alternative drop off locations.

c. DISTRICT 287 ADMINISTRATOR/DESIGNEE

In the case of special education, administrators are to contact the director of special education, who will in turn confer with the superintendent. In all other cases, the District 287 administrator is to confer with the District 287 superintendent prior to decision.

- i. Notify District 287 superintendent of an emergency building condition related to a specific site.
- ii. Notify staff and transporting district transportation director of decision to not open or open late.
- iii. Notify District 287 staff and transporting district transportation directors and parents, where appropriate, regarding decision to close early.
- iv. Notify District 287 staff if transporting district decides to alter student pick up time or not transport.
- v. Make sure students, parents and staff know the district name in which the District 287 site is located.
- vi. Make sure emergency phone numbers of 287 staff, students/parents, and transporting district transportation directors have been distributed to appropriate individuals.

d. TRANSPORTING DISTRICT(S)

- i. Provide 287 administrator/designee with emergency phone number of transportation director.
- ii. Notify student/parents and appropriate 287 administrator/designee if decision is made to alter student pick up time or not transport.