

Emergency School Closures

Phone Tree

The emergency phone tree will be activated in case of a school emergency that happens before school begins. You are responsible for calling the person below you on the phone tree. If you do not reach the person below you, please call the next person in line. The last person in each section of the tree will call Salli to report that the communication chain is complete.

Snow/Storm Days (school canceled)

- Judy is in charge if she is local. Salli is in charge with instructions from Judy until Judy arrives.
- Wanda arrives at 7:30 to cover the office. If Salli can not get in by 7:30, Wanda will cover the office until Salli arrives
- Salli will put message on the phone system and arrive when/if possible.
- Staff members report to work arriving as soon as possible if travel is safe.

Snow/Storm Days (school delayed)

- All staff arrive as close to the normal start time as possible.
- Secretary is in charge with contact with principal until principal arrives.

Power Outages/Snow/Storm (while school is in session)

- Students remain at school for regular day unless persons listed on their emergency lists come to school early to get the students.
- Staff members will be allowed to leave as soon as responsibilities for students are met. If very few students remain, staff members who volunteer will remain with the students until all students are picked up from school.
- Staff members with young children at home will be allowed to leave first.

Overnight Plan

- Kitchen is stocked with 3 days worth of food.
- Water is available in pouches (in kitchen).
- Blankets stored on the stage.
- Judy and a custodian will stay until all students are safely home.
 - Staff members with youngest children leave first.
 - Volunteer staff members will stay until all children are gone.
- Bring all students and staff to the gym or library depending on the numbers.
Bring:
 - Check out materials/locator cards
 - First aid kit and meds
 - Radio, flashlights and blankets