



Boulder Valley School District

File: EBCD-R

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Revised:

EMERGENCY CLOSINGS

These procedures will be followed in case of emergency school closings:

Step 1

By 6:00 a.m., the Director of Plant and Auxiliary Services or the Manager of Transportation will notify the Superintendent that weather conditions are severe enough to consider not running buses.

Step 2

The Superintendent will make the decision as soon after 6:00 a.m. as possible whether or not to close some or all of the schools. In the absence of the Superintendent, the Assistant Superintendent is designated to handle overall District matters. Weather information is available from:

KBOL news and weather at 6:05 a.m.
Stapleton Weather Station for Denver and vicinity
Colorado State Patrol
KDEN

Step 3

After the decision to close schools has been made, the Superintendent will notify the Assistant Superintendent and the news media as per confidential listing.

Step 4

The Superintendent or Assistant Superintendent will call:

- Executive Director of Secondary Education
- Executive Director of Elementary Education
Who will proceed with further calls according to the emergency telephone fan-out chart.
- Director of Personnel
Who will call the teacher substitute secretary so that teachers calling in will get proper information.

- Assistant to the Superintendent for Public Affairs
Who will assist in communications to the public and media.

Step 5

All administrators in the District will be notified through the annual emergency telephone fan-out chart. Calls should be made as quickly as possible and messages stated clearly. If a person is unable to reach his party, he shall be responsible for calling those persons next on the chart. After each individual has made his calls according to the chart, other calls may be made as he deems necessary.

Step 6

The *Boulder Daily Camera* will be notified of school closings by the office of Public Affairs when the central offices open at 8:00 a.m.

Personnel Required to Report for Duty

When the decision to close is made prior to the start of the school day, the following staff members are required to report for duty:

Division heads	Custodial Staff
Principals	Maintenance and Operations Staff
Assistant Principals	Education Program staff
Office Personnel	Service Managers
Head Switchboard Officers	Service supervisors

If a school closing appears possible, students and staff members should be advised to listen to these local radio stations for announcements:

KBOL - 1490
KADE - 1190
KOA - 850

Requests for emergency closing during school hours will be initiated through proper reporting channels to the Superintendent of Schools.

Information should be readily available for use during school or non-school hours. In the case of electrical failure, the main switchboard may be out of operation. It may be necessary to have some other place where you may make calls, or have some other method of communication available.

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