

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: EBCE-R

EMERGENCY SCHOOL CLOSING PROCEDURES

In cases where schools will not open or be in session on a given day for any reason the public will be notified through radio and/or T.V. broadcasts over local stations.

Individual principals affected will be responsible to notify stations whose broadcasts are heard in their area. Special care should be taken to see that bus drivers, teachers, and other employees are notified.

In cases where schools are already in session and it becomes necessary to close because of any natural or man-made disaster, the public will be notified in the same manner described above. Principals should be sure to inform the public of actions being taken. Of special interest will be whether or not children will be sent home.

Each year principals should appoint someone in the outlying areas where weather conditions are likely to be a problem, to contact the school and report when adverse conditions could effect the opening or closing of schools.

When it becomes necessary to close school because of inclement weather all school related activities including athletic practices, games, and/or other extra-curricular activities which have been scheduled for the days school are closed shall be cancelled on those days.

Parents should be urged not to call school officials, but to receive the message from radio or TV broadcasts. The availability of open phone lines is of paramount importance to the expeditious and safe direction of school employees and students during an emergency.

Parents should instruct students as to procedures to be followed when they arrive home at a time not regularly scheduled.

Principals should use their weekly bulletins to inform or remind parents of school emergency procedures.

During emergencies which render it unsafe for students to leave school buildings, the principal will be responsible for housing students in the building until other arrangements are possible. Such measures should be reported by radio broadcasts. Principals are to survey their individual buildings in advance and determine how the various rooms can be used in cases of this type of emergency. They are also to assign staff members to carry out the various responsibilities which will be necessary to house students in an emergency.

These plans are to be covered in faculty and other staff meetings early in the school year so each school will be properly prepared.

Principals should familiarize themselves with information on the different kinds of emergency situations that will enable them to better respond to these emergencies when they arise. This information should be presented to students, parents, and faculty from time to time through individual school publications or other presentations.