

Severe Weather Emergency: Tornado or Lightning Procedure

The District secretary will monitor the National Weather Service and will initiate notifications when severe weather bulletins are issued for the immediate area.

A Tornado/Thunderstorm/Wind Watch indicates that atmospheric conditions are conducive to the development of the stated warning. Employees should keep a close eye on changing weather conditions and be prepared to take action if necessary. If a decision is made to cancel school is made before school in the morning, a telephone tree will be initiated by the Superintendent to notify faculty and bus drivers. Bus drivers, in turn, should attempt to notify families on their routes of any changes in time or of the cancellation of the bus runs.

Normal operations will continue unless the Superintendent or his or her designee states otherwise. The decision to cancel school or terminate the school day due to weather will be provided by the Superintendent or designee. Local radio and television stations will be contacted and asked to help disseminate information about any school day cancellation or termination to parents.

It is generally considered unwise to dismiss school during the day when parents or guardians are not aware of the dismissal and may not be home to meet young children. Houses may be locked and/or parents may not be able to get home if conditions worsen. When the decision to cancel school is made during the school day, students will be kept at school until transportation can be provided and families notified of the closure.

A Tornado/Thunderstorm/Wind Warning indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the District secretary will issue notification through fax messages or telephone communications to the building principals.

Hazardous weather conditions can develop in seconds and may not allow for formal means of communication. In the event an employee feels that weather is immediately threatening, they will take cover. They will also instruct students, employees, and others in the immediate area to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a "ball" or fetal position near the wall, place their hands over their heads, and remain in that position until the severe weather passes.

Do not leave the building or initiate a building evacuation during these circumstances. When severe weather strikes, power may be disrupted causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain until severe weather passes.

Procedure History:

Promulgated on: May 15, 2017

Revised on: