Emergency Closure

GENERAL DESCRIPTION: This procedure applies to those situations when, due to inclement weather or other emergency conditions, it becomes necessary to close office facilities and CESD-operated classrooms.

PRIMARY RESPONSIBILITY: Superintendent

REFERENCE OR AUTHORITY: Policy EBCD – Emergency Closures and Administrative Rule EBCD-AR – Emergency Conditions

PROCEDURAL STEPS:

1. CESD Office Staff:
   a. The office of the superintendent shall print an emergency closure directory and distribute to all managers by October 31 of each year.
   b. The superintendent will be responsible for closure decisions. In the absence of the superintendent, the fiscal director shall assume the responsibility.
   c. All decisions to close office facilities will be communicated by phone on a daily basis.
   d. In the event of a decision to close, the superintendent will first notify the media through the FlashNews Network. The superintendent will then communicate the decision to department directors and the superintendent’s executive assistant.
   e. Department directors will contact all staff members assigned to their areas of responsibility.
   f. Under certain situations, supervisors may require some staff to report for work despite general closure.

2. Classroom and Itinerant Staff:
   a. Staff assigned to school sites will respond to school district closure notices for their sites.
   b. Itinerant staff whose assigned school is closed will report to the CESD office, if open.
   c. Staff assigned to residential facilities will follow the procedure established by their program supervisor.