

Tooele County School District
92 Lodestone Way
Tooele, UT 84074
Telephone (435) 833-1900 FAX: (435) 833-1912

Procedures for Emergency Closure of Schools: including pandemic or weather emergency.

1. It is the belief of Tooele County School District (TCSD) that it is in the best interests of students, families, communities, and school staff that schools remain open as much as possible. The closing of any school creates hardships in many ways: instructional continuity, employee salary, daycare and child supervision, work schedules for parents, etc... In recognizing these needs Tooele County School District will follow these general guidelines:
 - A. Schools would only be closed after a consultation with the Tooele County Board of Education and Tooele School District Superintendent Executive Staff (SES).
 - B. Schools would be closed on a case by case, school by school basis, not an entire District closure unless warranted from outside agency (Tooele County Health Department [TCHD], Tooele County Emergency Management, or other State and Federal Agencies because of extreme emergency).
2. Schools closed because of a pandemic or other illness emergency will be done in conjunction with TCHD, TCSD, and Tooele County Board of Education. Schools would be closed on a case by case, school by school basis according to need.
3. Schools closed because of weather conditions will follow this protocol:
 - A. Schools impacted by extreme weather conditions will close on a school by school decision as determined by TCSD Administration and Tooele Board of Education.
 - B. Whenever it is reasonably possible, schools will continue as normally scheduled. Should a normal schedule not be possible options to implement will include the following with school closure as the last option:
 - 1) Move to a 2-hour Inclement Weather Late Start. Schools affected by weather would begin 2 hours later than normal. Dismissal would be at regular time for the day.
 - 2) Buses will run if possible. If not, buses in the Vernon, Rush Valley, or other outlying areas would not run and the affected students would be excused for the day.
 - 3) Should the weather not allow for a 2-hour late start, SES and Tooele County Board of Education will make a decision of which schools will be closed.
 - 4) Should any schools be closed or on a 2-hour delay start, TCSD will notify all households by telephone (using TCSD's call out system) of the action being taken. Notification will be made as soon as is reasonably possible. Information will also be on the website and broadcast over approved media outlets.
4. The Superintendent of Schools and the Tooele County Board of Education have all final decisions as to school closure.

Ken Luke
Assistant Superintendent
(reviewed July 1, 2012)

EMERGENCY SCHOOL CLOSURE GUIDELINES

2012-2013 (revised)

Tooele County School District

Updated July 1, 2012

1. The building administrator determines if there is justification for individual school closure because of weather conditions, safety concerns, hearing problems, power outage, etc. The building administrator recommends closure to the appropriate member of the Superintendent's Office.
2. Any decision to close a school or all schools (except in extreme emergency) can be made only by a member of the superintendent's office. Those who are authorized to make this decision are:

<u>NAME</u>	<u>Work Telephone</u>	<u>Cell Telephone</u>	<u>Home Telephone</u>
<i>Terry Linares</i>	<i>435-833-1900</i>	<i>435-830-3525</i>	<i>435-884-6083</i>
<i>Ken Luke</i>	<i>435-833-1900</i>	<i>435-830-9072</i>	<i>435-840-2799</i>
<i>Doelene Pitt</i>	<i>435-833-1900</i>	<i>435-830-3525</i>	<i>435-884-6350</i>
<i>Lark Reynolds</i>	<i>435-833-1900</i>		
<i>Terry Christensen</i>	<i>435-833-1900</i>	<i>435-830-3442</i>	<i>435-833-9824</i>

3. Members of the Board of Education will be contacted by the Superintendent's Office.
4. After the decision to close has been made, a member of the Superintendent's Office will give official notification to the following media, district offices, and police agencies (if needed):

MEDIA NOTIFICATION

RADIO:

AERO Traffic (17 stations) 801-261-2559
KSL Radio 801-575-6397
Fax: 801-575-7625

TELEVISION

KSL (CH. 5) 801-575-5500
Email: www.ksl.com Fax: 801-575-5560

KTVX (CH. 4) 801-975-4400
Email: www.abc4.com Fax: 801-973-4176

KUTV (CH. 2) 801-973-3030
Email: www.kutv.com Fax: 801-973-3349

KSTU (CH. 13) 801-536-1313
Email: news@fox13.com Fax: 801-536-1325

LAW ENFORCEMENT NOTIFICATION

Tooele City Police 435-882-8900
Tooele County Dispatch 435-882-5600
Grantsville City Police 435-884-6881

EMERGENCIES:

Commander, TAD 435-833-2211
Commander, Dugway 435-831-3701
Tooele Emergency Mgmt. 435-843-3260

CALL 911

PRINT MEDIA:

Tooele Transcript 435-882-0050
Associated Press 801-322-3405
Deseret News 801-236-6000
Salt Lake Tribune 801-257-8742

5. A member of the Superintendent's Office will then contact the appropriate directors/supervisors who will contact the following people:

District Notification:

School & District Personnel	Terry Linares/Ken Luke/Doelene Pitt
Maintenance, Food Service, Transportation	Ken Luke/Terry Christensen
Substitute Calling	Ken Luke/Terry Christensen/DawnAlys Capito
Public Relations/Law Enforcement	Terry Linares/Ken Luke
Man the District Office and Phones	Ken Luke/Georgette Shosted

6. Parents and media can call the Tooele County District Office at 435-833-1900 for the latest information regarding school closures.
7. Schools should review and revise their emergency preparedness manual, giving special attention to:
 - a. Plans for notification of crossing guards where applicable.
 - b. Plans for emergencies when the school is open for evening activities.