Winter Storm

Pre-Incident
- Prepare facility for the possibility of an Early Dismissal
- Monitor storm progress via National Weather Service, local media, weather radio, or BOE
- Safeguard equipment or materials that could be affected by high winds, blowing snow or cold temperatures
- If necessary, shut down equipment
- Notify occupants via the PA System

Post-Incident
- Assess damage
- Cordon off damaged areas with tape or barricades
- Contact BOE or Facilities Maintenance for snow and ice removal and to salt around the building

Role	Responsibilities
Incident Commander	• Prepare for Early Dismissal if the decision is made by BOE Office/Superintendent's Office • Ensure that the announcement to close school is made • Ensure that all occupants safely leave the school • Coordinate actions of school personnel with internal and external responders • Use available resources to assist responding agencies as required
Head Custodian	• Maintain sidewalks, driveways and parking lot • Secure items that can be affected by high winds, snow or ice • Coordinate efforts of and act as a liaison to public utilities • Prepare to assist responders with manpower, materials and equipment • Reactivate utilities and systems when appropriate
School Nurse	• Report to the IC for further instructions
School Counselor	• Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students • Assist with contact of parents, as needed • Provide support and training of staff to support distressed students
School Resource Officer	• Report to the IC for further instructions
Evacuation Coordinator	• Assist with the Early Dismissal of school occupants
Reunification Coordinator	• Assist with the Early Dismissal of school occupants

DISCOVERY

Principal determines type of incident based on information received from the following:

1. National Weather Service
2. Local Media
3. Weather Radio
4. BOE/Superintendent

ACT

Establish Incident Command

Incident Commander obtains:

1. Description of weather threat and what has happened or what is forecast
2. Location and time of weather threat
3. All other pertinent information

Incident Command is in effect

NOTIFY

Incident Commander notifies:

1. CRT
2. SRO
3. BOE/Superintendent if not the source of discovery

ASSESS

Incident Commander will assess continuing weather conditions including:

1. Any National Weather Service bulletins that have been issued
2. Condition of roads, sidewalks, parking areas

NOTIFY

Incident Commander will notify Head Custodian to:

1. Clear or salt sidewalks
2. Plow or salt parking lots
3. Shut down equipment and utilities if required

ACT

Crisis Response Team will:

1. Cordon off areas if ice poses a threat
2. Work with BOE/Superintendent to determine if weather warrants an Early Dismissal of staff and students

ASSESS

Incident Commander will:

1. Continue to monitor the status of the weather situation
2. Obtain reports of damage or hazardous situations from faculty, staff, security, and Head Custodian and take corrective action(s)

Has the situation worsened?

NO   **YES**

POST-INCIDENT

Incident Commander, Crisis Response Team and/or County School Administrator will:

1. Initiate Incident Report
2. Debrief BOE and school staff
3. Debrief with school counselor/mental health crisis team manager
4. Implement critical stress debriefing program if needed
5. Conduct Post Incident Critique and take corrective action(s)

ACT

Incident Commander / Crisis Response Team will:

1. Notify BOE / Superintendent
2. Announce Early Dismissal if required
3. Call 911 if needed
4. Meet outside responders at emergency access points
5. Call for inside and outside emergency services (food, blankets, cots, transportation, etc.)
6. Alert affected occupants and take protective actions (e.g. Evacuation or Shelter-In-Place)
7. Provide Sheltering for employees and anyone else remaining at the facility
8. Notify school counselor/ mental health crisis team manager to provide support for emotionally vulnerable students should students remain separated from families long term.
9. Protect equipment and facility from further damage