

Emergency Site Closing

Procedure

- In the event of a school district closing, our Head Start Classrooms and Home Base Services in that area will also be closed. Staff should notify families that they should be watching for school closure notification on their local TV stations and staff will post the closure on Class DoJo as soon as possible.
- Staff in the affected area that are unable to travel to or access their site should contact their supervisor and make alternative work arrangements or take paid leave for the day.
- When possible, with advanced notice of weather events, staff should prepare and gather alternative work materials and any equipment needed to complete tasks off site.
- If a site/school district area is open, staff are expected to report to work. If traveling from out of the area where conditions are not safe, or, if a staff member is unable to attend due to their home districts closure effecting childcare issues, the staff member will need to request paid leave for the day.
- Site closures due to weather or safety related issues will be considered excused. If a prolonged closure is required, more than 3 days, make up days may be scheduled for the site.
- Should a district have a late start or early closure, due to weather, the Head Start site will attempt to follow this schedule change. Supervisors will contact transit to coordinate adjustments to bus routes as much as possible. Some site-specific changes may be needed. Staff should contact their supervisors to coordinate and discuss the plan for bussing. When a schedule is determined, staff will contact families as soon as possible.
- In the event of an emergency (not identified by the school district), staff should contact their supervisors to determine the next steps. This may include utility outages that will be prolonged, or other safety issues at the site that would require closure. Supervisors will make arrangements with transit and notify the site. Site staff will contact families as soon as possible.
- In the event of an evacuation from a site, the staff should follow all evacuation procedures and immediately contact their supervisor or the Head Start Director or Assistant Director for assistance.