

EMERGENCY SCHOOL CLOSING

Decision Structure

- o In the event that the Northfield Schools must be closed due to inclement weather, the chain of command for decision-making will be as follows:
 - 1) Superintendent of Schools
 - 2) Director of Buildings and Grounds
 - 3) District Grounds Coordinator
- o In all cases, the bus contractor will make a recommendation about the advisability of closing schools. The recommendation will be made by 5:30 a.m. for a full day closing or a 2-hour late start and by 10:30 a.m. for an early dismissal. If a 2-hour late start, further decisions on school closing for the entire day should be made prior to 7:30 a.m.

Communication Procedure

- o Media outlets that will be contacted are as follows:
 - KYMN – 1080 AM – Northfield
 - WCCO-TV, Channel 4, WCCO Radio and WCCO.com – Minneapolis/St. Paul
 - KARE-TV, Channel 11, and KARE11.com – Minneapolis/St. Paul
 - KDHL/Power 96 – Faribault
 - KSTP-TV, Channel 5, Minneapolis/St. Paul
 - KMSP-TV, Channel 9, Minneapolis/St. Paul
- o Information will be disseminated directly to families via the automated contact system.
- o Information will be disseminated directly to employees via the automated contact system.