

## **Decision Structure**

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:

- Superintendent of Schools
- Director of Buildings & Grounds
- District Grounds Coordinator

In all cases Benjamin Bus 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**

The following procedures will be followed once a decision about closing schools has been made.

- Information will be disseminated to families and employees.
- Media outlets will be contacted
  - KYMN Radio
  - KDHL Radio
  - FOX 9
  - KARE 11
  - KSTP
  - WCCO
  - Northfield News