

## **DECISION STRUCTURE**

If the Northfield School District must be closed due to inclement weather, the chain of responsibility for decision-making will be as follows:

1. Superintendent of Schools
2. Director of Buildings & Grounds
3. District Grounds Coordinator

Benjamin Bus will recommend whether or not it is advisable to close schools. The recommendation will be made by 5:30 a.m. for a full-day closing or a two-hour late start and by 10:30 a.m. for an early dismissal. If there is a two-hour late start, further decisions on closing school for the entire day should be made before 7:30 a.m.

## **Emergency School Closings Communication Procedure**

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

1. Information will be disseminated to families and employees via:
  - Skylert
  - The district's Facebook page
  - A banner on the school district website
2. The following media outlets will be contacted:
  - KYMN Radio
  - KDHL Radio
  - FOX 9
  - KARE 11
  - KSTP
  - WCCO
  - Northfield News