

## **ISD 279 Facilities Scheduling Severe Weather Weekend/Holiday Closing Procedure**

This procedure will be shared with individuals who have reserved ISD 279 facilities so that they can plan accordingly during severe weather.

### **Determination of School Facility Closings on Weekends & District Holidays**

When weather conditions threaten the safe operation of activities held at school facilities on weekends and district holidays, the Executive Director of Community Engagement will assess the situation, in consultation with others, to determine if events will be cancelled.

### **Severe Weather Procedures**

Generally, school facilities will be open and permitted weekend events will continue, even in severe weather.

In most cases, the combined effects of snow, ice and facility accessibility are considered in decisions that would involve disrupting permitted weekend activities.

Considerations may include: facility accessibility by contracted snowplow services, city road accessibility provided by city services, and the feasibility of staff arriving safely to the facilities in time to support permitted activities.

Closing decisions will be made by 5:00 a.m. on the same day for morning activities and by 11:00 a.m. for afternoon and evening activities.

### **Communication Regarding Weekend Facility Closing**

Once the decision is made to close school facilities due to severe weather conditions, Facilities Scheduling staff will contact each permit holder via phone and/or email to communicate the closing information. The facilities staff will make every attempt to ensure that the permit holder is reached directly and can confirm that they have received the information.

**For any questions regarding weekend/holiday closing procedures, permit holders can contact ISD 279 Facilities Scheduling staff at 763-391-7112 or 763-391-7088.**