

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.30

### EMERGENCY CLOSING

Should it be necessary for the emergency closing of any individual building or all buildings because of disease, epidemic, hazardous weather conditions, damage to a building, or other temporary circumstances due to utility failure, rendering a building unfit for use; the procedures as described below shall be employed.

#### **When Program is Not Open or Before the Day Begins in the Morning:**

Should any emergency condition arise on a weekend, holiday period, or before the day begins in the morning, it shall be the responsibility of the Superintendent, or his/her designee, to determine whether conditions warrant the closing of the program.

When it is determined that the program or individual buildings should be closed, the Superintendent, or his/her designee, shall notify appropriate program administrators. They in turn will notify key staff members as determined necessary at the time.

The Superintendent, or his/her designee, shall authorize contacting radio/TV stations regarding the closing according to the established procedure.

#### **When Program is Already in Session:**

When it is determined that the program or individual buildings should be closed early, the Superintendent, or his/her designee, shall cause all personnel to be notified of the intended time of closing. The Transportation Supervisor shall be responsible for contacting bus drivers and aides notifying them of the time to arrive at the buildings for dismissal.

A plan shall be established for notifying parents and caregivers including families of enrollees at off-site programs and home-based services.

The Superintendent, or his/her designee, shall contact the radio stations requesting announcement of the emergency closing. There shall be as much forewarning of program closing as possible to allow radio announcements to be received by parents.

If at all possible, lunches shall be served and medications administered although it may involve an early lunch under expedited procedures.

The dismissal of staff under these conditions will be at the discretion of the Superintendent or his/her designee.

The Superintendent and any other personnel designated by the Superintendent shall remain on duty to be certain all buses complete their routes and to answer telephone calls from parents or others relating to the closing of the buildings.

This policy and related procedures shall be communicated annually to parents, caregivers and staff.

Adopted: 8/25/93  
Revised: 12/23/96  
1/26/98  
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