

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 4.01(3)
EMERGENCY CLOSINGS**

(a) GENERAL

1. The decision to close schools because of extreme weather conditions shall reside with the Superintendent or his/her designee.

2. A number of factors will be considered regarding the closure of schools due to inclement weather, including extreme temperature (20 degrees below zero wind chill in the winter and when heat index values are expected to be 95 degrees or higher during the daytime hours) rain, ice, and snow. The Superintendent shall also schedule staff for early morning weather observation on school days during the snow season and shall develop procedures concerning the notification of students, parents, staff members, vendors, appropriate governmental and private agencies and all other affected citizens on the days when schools will be closed because of weather conditions. The same approach will be applied during those months when summer school is in session.

3, During the summer months when school is in session, and temperatures are determined to be extreme, the administration will develop and implement emergency plans. This will include relocating students to sites with whole building air conditioning systems and coordinating with the City of Milwaukee Health Department Heat Task Force. In alignment with the Heat Task Force guidelines, a heat-related hazardous weather outlook is considered when heat index values are expected to be 95 or higher during daytime hours in the next 1-7 days. Advisory threshold values are a single daytime period in which heat index values are expected to be 100 or higher or daytime heat index values are expected to be 95 to 99 for four consecutive days or more.

(b) CLOSING PROCEDURES

1. The decision to close schools because of weather conditions is made by the Superintendent based on information received from a variety of sources: suburban school districts, the Archdiocese of Milwaukee, CESA #1, City of Milwaukee Health Department, the National Weather Service, the City of Milwaukee's supervisor in charge of snow emergencies, the fire department and, for reports of weather and travel conditions throughout Milwaukee, the police department, the sheriff's department, bus companies, and others as required.

2. If schools are not to be closed, no announcement will be made. If, however, the decision is made to close the schools, the cooperating media will be informed of the fact between 5:30 and 6:00 a.m. on the morning of the closing. Announcements will not be made the night before unless extraordinary circumstances make such an announcement in the best interest of students and parents.

3. If schools are already in session, and developing weather conditions indicate a closing or other adjustment may be necessary, administrative specialists will call key ~~principals~~ school leaders to determine travel conditions in various areas in the city. Particular attention will be given to schools where children are transported and to schools ~~housing exceptional~~ that have children with disabilities who are transported. When the Superintendent decides that weather conditions necessitate closing schools, schools will be notified via ~~the Wizard mail~~, email and text message and cooperating media will be requested to make the announcement public.

4. After receiving the ~~wizard mail~~ email and text message authorizing the closing of schools, ~~principals~~ school leaders are to take the following actions:

- a. acknowledge, within 20 minutes, receipt of the message;
- b. send students and staff members home after making provisions for crossing guards, supervision, and other safety measures. Supervision must be provided for those children who are transported until the buses have loaded and departed. Principals are to personally check to make sure that all students and staff have left the building;

- c. contact, within 60 minutes, transportation services regarding the success or failure of vacating the building.

(c) PROCEDURES WHEN UNABLE TO VACATE BUILDING

In the event a ~~principal~~ school leader reports being unable to vacate the building, the procedures listed below shall be followed.

1. Transportation services will establish on-going communication with the school, the Office of Emergency Management and Homeland Security ~~Emergency Government Administration~~, the police and fire departments, the mass media, and other appropriate agencies. This communication network will function until all students and staff have left the school.

2. The ~~Emergency Government Administration~~ Office of Emergency Management and Homeland Security has a number of emergency vehicles, including snowmobiles, which can be dispatched to schools if it is absolutely essential to evacuate people in need of medical treatment or other situations warranting emergency evacuations. The principal is to contact Transportation Services if the principal feels, or a doctor recommends, that a child or adult be evacuated because of a physical condition.

3. In the event of a telephone failure, Transportation Services will coordinate efforts to dispatch emergency vehicles to schools to check on conditions in the school during the period of the emergency.

4. The mass media will be notified that certain schools have been unable to evacuate and that provisions are being made in these schools for the safety and welfare of students and staff.

5. Under the direction of the principal, food from the school lunch program may be served to students and staff during severe weather emergencies.

6. It is essential that these procedures be reviewed with the total staff and that individual school plans be developed to make provisions for this type of emergency.

(d) MAKE-UP DAY

~~The 181st day of the school year in June will be set aside as a make-up day for a school day lost earlier in the year because of weather. If there is no school closing because of weather during the year, the 181st day will be a non-student day and a non-work day. The professional development days and record days during the school year will be used as make-up days for student attendance days lost earlier in the year because of inclement weather.~~

(e) INFORMATION TO STUDENTS AND PARENTS

1. Parents will receive information in the parent/student handbook informing them what to do in case of weather-related problems that would cause schools to close.

2. Parochial school systems, at their request and with the approval of the Administration, may also be included automatically in any Milwaukee Public Schools early morning school closing announcements to the media.

Contract Ref.: MTEA Contracts (Teachers, Substitute Teachers, School Accountants, School Aides), District Council 18, Locals 1053 and 1616 PAMPS Contract

Cross Ref.: Admin. Policy 4.01 Emergency Plans
Employee Handbook
Emergency Operations Plan Template

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