

# REGULATION OF THE PRINCIPAL

Category: **STUDENTS**

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Number: EDU-R-211

Subject: SEVERE WEATHER EMERGENCY RESPONSE PLAN

## Guide for teachers, staff and students in severe weather related emergency situation

### I. Purpose

To establish guidelines and serve as a resource for responding to the possibility of severe weather.

Procedures established in this policy shall be followed during the school day, at school-sponsored activities, and while on the school bus or other school property.

### II. Severe Weather Team

Team	Designee	Responsibility
School Operation	Ms. Weiqun Wang	Coordinate transportation and facility services in case of school closing, delay and early dismissal
Weather Advisory	Mr. Samuel Zhou Howard Jia Tracey Zhu	Monitor state and local weather advisory and finalize recommendations to the school principal; making sure the school radio is in working condition with backup batteries in case of power outage

### III. Receiving Weather Information

NOAA Weather Radio, located in the main office

The Weather Channel

Local news radio station for special statements from the National Weather Service

Observations, such as seeing lightning and hearing thunder

### IV. Alerting Teachers, Staff and Students

In case of school closing and delay, emails and text are sent out to parents, teachers and staff by 6am; early dismissal will be announced by noon.

In case of severe weather warnings during school hours, such as lightning, tornado and high wind, text message alerts will be sent to teachers and staff to direct students to safety.

### V. Severe Weather Emergency Plan

1. General Thunderstorm Threats Including Lightning: When outdoor activities are held, the supervising staff member will check the daily weather forecast to see if thunderstorms are in the

forecast. When outdoors, the supervising staff member will periodically scan the sky for signs of developing convection. If signs of convection are seen, students, faculty and spectators will be moved indoors. If thunder is heard and/or lightning is seen, outdoor activities will be delayed immediately and all students, faculty and spectators will be moved.

2. Severe Thunderstorm or Tornado Watch: Outdoor activities will be postponed. Weather conditions will be monitored. All faculty and students will be prepared to move if conditions deteriorate.

3. Severe Thunderstorm Warning: All actions above, plus students will be moved away from windows and skylights that could be damaged by hail.

4. Tornado Warning: All faculty and students will move to inside hallway areas and implement tornado protection procedures (drop and cover). Spotters will be assigned to monitor conditions and to continue to monitor NOAA Weather Radios/ Alternative Methods.

5. Sudden Unannounced Tornado: If the classic “freight train” noise is heard, students and faculty will drop to the floor under desks and take the drop and cover position.

6. Flooding: If the school has areas that are vulnerable to or affected by flood waters, these areas will be avoided until the flood threat has ended. Alternative routes/activities will be announced in case of power outage. In addition, the parent and staff notification system will be used to announce alternative routes/activities when needed.

#### **VI. Return to Normal Activities**

When the weather condition/emergency has passed, teachers and staff will be notified by text message and/or verbally “all clear”.

#### **VII. Holding School Buses**

The School Principal/Designee will communicate with the Director of Facilities and Maintenance regarding holding buses if severe weather is approaching. If on a field trip, the bus driver will be asked to radio the Main Office for instructions.

#### **VIII. Excessive Heat**

In hot weather months, athletic coaches and P.E. personnel will observe for Excessive Heat Warnings from National Weather Service. Students will be kept out of the sun. Strenuous activities will be reduced or eliminated. Students will be encouraged to drink water and wear light-colored clothing.

**IX. Extreme Cold**

The importance of proper clothing will be stressed to students. Athletic coaches and P.E. personnel will observe for Extreme Cold Warnings from National Weather Service. Outdoor activities will be rescheduled or postponed.

**X. Periodic Drills and Severe Weather Safety Instruction**

The school will comply with the district schedule for evacuation drills, including those for weather.

Reference:

<https://www.weather.gov/media/grr/brochures/swep.pdf>

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