J. Economedes High School

"Inclement Weather Plan"

The following plan will be implemented by all JEHS staff with students in the event of inclement weather. All staff is expected to work cooperatively and efficiently so that all students understand the situation and are safe.

In the event of inclement weather:

- **FRONT OFFICE**
  - Will announce via intercom **"SHELTER IN PLACE"** due to inclement weather; all staff and students will remain in their current classroom during the duration of the inclement weather.
  - A text message of **"SHELTER IN PLACE"** will be sent to all portable teachers advising them of inclement weather.
  - Will announce via intercom and text message sent when the inclement weather has passed and that all staff and students will resume with their respective schedules.
- **TEACHERS**
  - All teachers will repeat the front office announcement of **"SHELTER IN PLACE"** to their respective students and will keep students in the classroom until further notice.
  - Portable teachers will keep all students in the portables.
  - Teachers who have their conference period during the inclement weather will assist administration and security in the hallways and/or cafeteria.
- **STUDENTS**
  - All students will remain in their respective classrooms during the duration of the inclement weather.
- **ADMINISTRATION**
  - All administrators will report to the hallways to monitor/direct any students in the halls.
- **SECURITY**
  - All Security staff will monitor the halls and will also check any portables that may be unattended.
- **CUSTODIANS**
  - All custodians will report to their designated areas and make sure all exits have carpets and that all floors are clear of water.

10-30-15