



Great Neck Public Schools

Office of the Superintendent

INTERDEPARTMENTAL COMMUNICATION

TO: All Staff
FROM: Teresa Prendergast TP
DATE: August 30, 2019
RE: EMERGENCY SCHOOL CLOSINGS PROCEDURES

This memo outlines the procedures to be followed in the event our district schools are to be closed. Kindly review and keep this memo in a location where it can be quickly retrieved. Please do not discard this information once spring arrives. As we know, unique circumstances know no calendar.

The decision to close schools or to alter the regular arrival and dismissal times for students is made by the Superintendent of Schools and only after careful consideration and consultation with our Transportation and Security personnel, the student bus company, the local or County Police Department, and/or other appropriate authorities.

Schools may be closed or schedules altered as a result of:

1. Inclement weather and/or transportation difficulties.
2. Emergency conditions declared by the Nassau County Executive's Office or other governmental agency authorized to make such declarations.
3. Other emergency conditions, if they warrant such action.

Our ParentLink notification system will be used to inform staff whenever schools are to be closed or arrival/dismissal times are to be altered. To ensure ParentLink notices are received, staff members are reminded to provide the District with the one, best phone number that will most likely guarantee receiving these messages.

Principals are responsible for quickly placing an appropriate announcement on the main telephone line listed on the inside back cover of the school calendar, as well as on "other" lines, as applicable, and our Security office will take care of this for the main line at Phipps.

Office staff members are not to report to their respective buildings unless specifically requested to do so. If requested to report, compensation shall be in accord with district guidelines and negotiated contracts.

Buildings & Grounds personnel are to report to their respective assignments as soon as possible in accordance with directions issued by the Assistant Superintendent for Business and/or his designee. Their presence is both necessary and appreciated.

Please know that every effort will be made to ensure timely notification to all staff; however, staff is also encouraged to utilize the following media venues in the event of bad weather forecasts:

Radio stations:

AM Stations: WHLI 1100, WINS 1010

FM Stations: WALK 97.5, WKJY 98.3, WBAB 102.3, WBLI 106.1

TV stations:

CBS Channel 2; FOX NEWS Channel 5; CABLEVISION Channels 12 & 75 (school district channel);

VERIZON Channel 32 (GNPS/TV for all Verizon subscribers)

School District Web Site: www.greatneck.k12.ny.us

TP:kl