Operating Procedure No. 5415P

Human Resources

INCLEMENT WEATHER

Inclement Weather Plan

The Communications department is committed to trying to have inclement weather closure announcements made by 6:00 a.m. There are several ways employees can find out if the PSESD office is closed due to inclement weather:

* Call the PSESD main number, 425 917-7600 or 1 (800) 664-4549. A voice mail will be put on to let people know that the office is closed.
* For those who have internet access, check the Public Schools Emergency Communications System at [FlashAlert.net](http://flashalert.net/news.html?id=4161). More specific announcements will be placed, on the front pages of [www.psesd.org](http://www.psesd.org), and PSESD’s official social media outlets; Facebook and Twitter
* A message will be sent to employees via our Emergency Communications service, [FlashAlert.net](http://flashalert.net/news.html?id=4161). [Sign-up now for FlashAlert.net](http://flashalert.net/news.html?id=4161).
* Closure information will be given to the media via [FlashAlert.net](http://flashalert.net/news.html?id=4161). The following stations are most likely to broadcast this information: KIRO TV (CH. 7), KIRO RADIO (710 AM), KOMO TV (CH. 4), KOMO Radio (1000 AM), or KING TV (CH. 5)

For information on closures and/or delayed start, check [www.FlashAlert.net](http://flashalert.net/news.html?id=4161) and follow the information as noted below:

|  |  |
| --- | --- |
| Site | Decision |
| **Early Head Start HB & WCCW** | Follow Puget Sound ESD announcement listed with school districts on [FlashAlert.net](http://flashalert.net/news.html?id=4161) *(Follow the school district in which your worksite is located)* |
| **Educare & Heritage Head Start** | Follow the announcement listed for Highline school district on [FlashAlert.net](http://flashalert.net/news.html?id=4161) |
| **Puyallup Office** | Follow the announcement listed for Puyallup school district on [FlashAlert.net](http://flashalert.net/news.html?id=4161) |
| **ReLife** | Follow the announcement listed for ReLife school on [FlashAlert.net](http://flashalert.net/news.html?id=4161) |
| **Renton Office** | Follow the Puget Sound ESD announcement listed with school districts on [FlashAlert.net](http://flashalert.net/news.html?id=4161) |
| **Transportation** | Refer to Transportation Guidelines |

For specific building closure and meeting cancellation information, check [*psesd.org*](http://www.psesd.org/) . Some PSESD employees have off-site work options available to them during inclement weather conditions. Please check with your supervisor or under Featured Links at [*psesd.org*](http://www.psesd.org/) for directions/instructions.

Departments hosting events (meetings, trainings and workshops) at the Renton office on days the building is closed due to inclement weather-related emergencies, are to communicate those cancellations from their respective departments. It is suggested that pre-arranged email lists with essential contact information are created in advance to enable the department to efficiently and effectively communicate cancellations to attendees, for their planning purposes.