

**2018-19**  
**SPARTANBURG COUNTY SCHOOLS**  
**EMERGENCY WEATHER PROCEDURES**

The school district cannot guarantee the safety of road conditions at any time. The district administration makes the decision whether or not to operate schools. Parents must make the decision whether or not to send their children to school during bad weather conditions.

When ice or snow causes hazardous driving conditions, the district will operate schools only when roads are safe. School officials begin checking road conditions in the evening before if needed and about 4:00 a.m. on the school day in question. Many times, however, conditions cannot be determined until two to three hours later because snow or ice often occurs at daybreak. When possible, a decision will be made early - usually before 6:00 a.m. Once a decision is made, we notify radio and TV stations, and their announcements are usually aired immediately and during their news. The announcement is usually repeated frequently until the normal time for school to begin. **Our district will also use our eSchoolView Alert system and new phone app to notify parents as soon as a decision is made. Our district will also use our webpages, Facebook, and Twitter. Employees are also notified by e-mail.**

If a decision to close schools cannot be made by 5:30 a.m., a school opening may be delayed for an hour or more. If a school opening time is delayed, our staff may not be at the schools until the announced time. Therefore, students may not be brought to school until the announced opening time.

When the district and schools close due to weather conditions, students and parents are requested to help school personnel and the local radio/TV stations to communicate accurate information as early and as quickly as possible. The radio and TV station staff are anxious to cooperate with the schools in making these announcements.

**A. GENERAL DISTRICT PLAN:**

1. District officials will request that local radio and TV stations broadcast the decision no later than 6:00 a.m. The district will also announce via our new phone app, webpages, Facebook, and Twitter.
2. District officials will request that the media make announcements as often as possible. Students, parents, and other interested persons are asked not to telephone school personnel so the district may have the telephone lines open so that those employees responsible for making the decision can communicate with each other. In past weather emergencies, our announcements of a decision have been hampered because of excessive telephone calls.

## **B. ANNUAL PRELIMINARY PREPARATIONS**

1. Superintendent Blackwood distributes procedures for inclement weather to key personnel in October.
2. Rodney Goode and Greg Mack discuss procedures for inclement weather at the annual October Principals Meeting.
3. Aly Myles and principals distribute the procedures to parents on or before November 30 annually through school newsletters, webpages, Facebook, Twitter, and parent briefings.
4. Paul Hollifield and maintenance personnel check the main radio system, and district staff and principals check all devices. Mr. Hollifield and Pat O'Brien verify all transportation radios are working on an ongoing basis.
5. If school is canceled or delayed, principals will ensure that snow horses block school drop-off lanes until the appropriate time.
6. If school is canceled, there will be no Head Start Programs. Principals will notify clients by eSchoolView, Facebook, and webpages.
7. If school is canceled, there will be no after-school programs. Principals will notify parents by eSchoolView, Facebook, and webpage.
8. If school is delayed or canceled, the status of daycare programs and Boys/Girls Clubs will be determined by the principals. Principals will notify clients by eSchoolView, Facebook, and webpages.
9. If school is canceled, the athletic director will determine the status of scheduled games and contact Aly Myles. Ms. Myles will communicate these cancellations with all media tools.

## **C. EMERGENCY WEATHER PROCEDURES – BEFORE SCHOOL HOURS**

1. Superintendent Blackwood, Pat O'Brien and Greg Mack will decide before 10:00 p.m. if roads need to be checked in the evening before a possible closure.
2. Pat O'Brien and Greg Mack will also talk at 4:00 a.m. to determine if inspection of roads is necessary. If so, they will be on the road by 4:30 a.m.
3. All radio transmissions will be made on the Maintenance Channel (See Channel Guide).
4. Action Sequence
  - **Pat O'Brien, Greg Mack, and Superintendent Blackwood** Check roads and confer with law enforcement, county and state road officials as needed.
  - **Greg Mack** Calls Superintendent Blackwood by 5:15 a.m. Superintendent Blackwood consults with other county superintendents to coordinate decisions.
  - **Pat O'Brien** If a decision is not made by 5:30 a.m., the transportation staff directs bus drivers who have long routes not to begin until a decision is made.
  - **Superintendent Blackwood** Makes the decision to delay or cancel school and notifies Greg Mack.
  - **Greg Mack** Notifies Rodney Goode and Paul Hollifield.
  - **Rodney Goode and Paul Hollifield** Notify principals of the decision by telephone.
  - **Superintendent Blackwood** Notifies Aly Myles of the decision, and Ms. Myles publicize the decision using all media tools.
  - **Superintendent Blackwood** Calls all county superintendents about closings or delays.
  - **Greg Mack** Notifies Kristin Palacios of the decision.
  - **Paul Hollifield** Coordinates with custodians and maintenance staff to remove snow from parking lots and driveways as necessary.
  - **Pat O'Brien** Checks with county and state road supervisors to obtain schedules for clearing roads. The most dangerous state and county roads receive priority review.

**\* NOTE: *If weather conditions cause more daily cancellations, all personnel will repeat the above action sequence steps.***

## **PRINCIPAL NOTIFICATION CHAIN**

**Rodney Goode will notify:**

	<b>Cell</b>
<b>Elizabeth Phillips</b>	<b>706-8557</b>
<b>Cindy Snead</b>	<b>764-4666</b>
<b>Windy Hodge</b>	<b>706-6328</b>
<b>Allison Berry</b>	<b>706-1236</b>

**Paul Hollifield will notify:**

	<b>Cell</b>
<b>Jean Brewington</b>	<b>761-6230</b>
<b>Max Deaton</b>	<b>680-3633</b>
<b>Rodney Graves</b>	<b>327-2135</b>
<b>Chris Dinkins</b>	<b>804-7630</b>

#### **D. EMERGENCY WEATHER PROCEDURES – DURING SCHOOL DAY**

1. Pat O'Brien notifies Greg Mack of road conditions. (Begin "Emergency Weather Procedures")
2. All district administrators and principals will monitor official weather updates.
3. Pat O'Brien and Greg Mack will check weather forecasts and roads as necessary. County officials will be contacted as needed.
4. Greg Mack reports road conditions and forecast to Superintendent Blackwood.
5. Superintendent Blackwood calls other superintendents per *Emergency Weather Procedures* and makes a decision regarding dismissal of school.
6. Superintendent Blackwood notifies Greg Mack, Susan Little, Rodney Goode, and Aly Myles. Greg Mack notifies Paul Hollifield and Pat O'Brien, who then notifies bus drivers of route changes.
7. Aly Myles sends eSchoolView alerts and e-mails to all staff and the school Board. Ms. Myles notify TV and radio stations of closing and any afternoon/night program and after-school daycare cancellations.
8. Susan Little, Rodney Goode, Rodney Graves, and Chris Dinkins will make a decision about the schedules of Daniel Morgan Technology Center students, workplace/service learners, and alternative school students.
9. Greg Mack notifies schools and Kristin Palacios of early dismissal. Ms. Palacios advises cafeteria managers of lunch types and serving deadlines.
10. Principals cancel afternoon programs and activities as authorized by the district administration. Principals send eSchoolView, Facebook, Twitter, and webpage messages to parents.
11. The athletic director cancels interscholastic events as needed, and Aly Myles publicize via all media outlets.
12. Pat O'Brien monitors all bus traffic until the last bus has completed its route, and notifies Greg Mack.

## KEY TELEPHONE NUMBERS

POLICE	ROAD MAINTENANCE	MISCELLANEOUS INFORMATION
<u>Cowpens</u> 463-3201	<u>County Roads</u> 595-5320	<u>National Weather Service</u> Phone: 864-848-9972 <a href="http://www.weather.com">www.weather.com</a>
<u>Pacolet</u> 474-3002	<u>State Roads</u> After hrs.    587-4700 Business hrs.    587-4725	<u>Duke Power</u> Phone: 800-653-5307 <a href="http://www.duke-energy.com">www.duke-energy.com</a>
<u>Sptbg. Sheriff's Dept.</u> Non-dispatch 24 hours 596-2075	Signal Shop    241-1117	

The Spartanburg Sheriff's Department has Pat O'Brien's home number posted for all third-shift patrolmen in this area to report conditions to him. The Cowpens and Pacolet police departments have also been asked to report to him. Pat O'Brien will also call and alert the dispatchers on probable bad weather nights.

## HAZARDOUS ROADS

NAME	ROAD NUMBER	COUNTY/STATE
Emma Cudd	12382	COUNTY
Patterson Road	317	COUNTY
Mt. Olive	909	COUNTY
Humphries	1916	COUNTY
Dogwood Club	1226	COUNTY
Kirby Drive	1870	COUNTY
Back Street	11679	COUNTY
River Street	57	STATE
Heritage Hills	829	STATE
Cherry Hill	817	STATE
Old Converse Road	57	STATE
Converse Hill (HWY. 29)	Hwy. 29	STATE
Denton Road	268	STATE
Hotel Hill (Sunny Acres Rd)	569	STATE
Goldmine Road	108	STATE
River Drive	313	STATE
Bud Arthur Bridge Road	737	STATE
Sutton Road	808	STATE
Mayo Road	105	STATE
Thompson Chapel Road	317	STATE
Main Street (Pacolet)	227	STATE
Beacon Light Road	59	STATE

## EMERGENCY TELEPHONE LIST

(REVISED 10/25/18)	CELL	DIRECT LINE
BLACKWOOD, KENNY	804-8273	6003
BROWN, SHARON	706-2549	6204
ELDER, DONNIE	316-6998	6030
FRYE, SKIP	680-6137	6801
GOODE, RODNEY	706-3169	6016
GREENE, JERMAINE	529-2977	6718
HODGES, TAMMY	316-5918	6731
HOLLIFIELD, PAUL	612-5398	6027
JAMES, CYNTHIA	680-0577	6017
LITTLE, SUSAN	612-8460	6004
MACK, GREG	316-5920	6011
MYLES, ALY	415-8014	6026
O'BRIEN, PAT	706-3574	6770
PALACIOS, KRISTIN	398-2769	6211
PEELER, PAM	316-8564	6411
SCHOONOVER, RUTH	415-6870	6022
SWANEY, KEVIN	612-9330	6031
BERRY, ALLISON	706-1236	6503
BREWINGTON, JEAN	761-6230	6603
DEATON, MAX	680-3633	6403
DINKINS, CHRIS	804-7630	6903
GRAVES, RODNEY	327-2135	6703
HODGE, WINDY	706-6328	6203
PHILLIPS, ELIZABETH	706-8557	6103
SNEAD, CINDY	764-4666	6303
BAKER, KEVIN	612-3667	
CALHOUN, STEVE	316-3114	
HYDER, STEVE	316-4981	
LAW, JAKE	706-5577	
LAW, MARY	612-4382	
MARTIN, DONNA	809-3675	
WILLIAMS, CHANA	612-3821	



## **ROAD CHECK TEAM**

### **PAT O'BRIEN**

Denton  
Converse Hill (Hwy. 29)  
Old Converse  
River Street  
Cherry Hill  
Heritage Hill  
Mt. Olive  
Humphries  
Back Street (Clifton)  
Mayo  
Beacon Light  
Bud Arthur Bridge Road

### **GREG MACK**

Goldmine  
River Drive  
Hotel Hill (Sunny Acres Road)  
Kirby  
Dogwood Club  
Patterson  
Emma Cudd  
Thompson Chapel  
Main Street (Pacolet)  
Sutton

- ✓ Communication during checks will be by district radios or cell phones. Start checking the roads no later than 4:30 a.m. and have your information to Greg Mack as soon as possible thereafter. Superintendent Blackwood must be notified of the decision by 5:15 a.m.
- ✓ Greg Mack will call the night before to alert for possible check.

NAME	CELL
Pat O'Brien	706-3574
Greg Mack	316-5920
Rodney Goode	706-3169
Paul Hollifield	612-5398