

# EMERGENCY DELAY/CLOSING GUIDELINES

## CAMPUS CLOSINGS

This document serves as the procedural guideline to follow in an “Emergency Delay/Closing” of the GST BOCES campuses (Coopers, Bush, and Wildwood). The “Emergency Delay/Closing” of a GST BOCES campus is based on the delay and/or closing of the three (3) largest sending districts to that campus. These districts for each campus are identified below:

**Bush:** Elmira City CSD, Elmira Heights CSD, and Horseheads CSD

**Coopers:** Addison CSD, Corning-Painted Post CSD, and Campbell-Savona CSD

**Wildwood:** Bath CSD, Canisteo-Greenwood CSD, and Hornell City CSD

In the event that all three of the largest sending districts specific to a campus are delayed and/or closed, that campus is delayed and/or closed for **students and instructional staff** specific to that site. All non-instructional staff at that site are to report. However, if it is unsafe for you to travel, know that we would rather you be safe. If you cannot get to work on time or at all, please work with your supervisor to make up the time or use vacation time.

In the event that all three campuses (Coopers, Bush, and Wildwood) are closed, non-instructional staff on the campuses may go on a two hour delay at the discretion of the District Superintendent. There are 4 ways this information may be communicated:

- 1) The BOCES Campus Emergency Closing Message System. There are three phone numbers you can use to call in and hear a short message that gives the open/delayed/closed status of each campus. The phone numbers are: 795-5390, 654-2391, and 281-3191. The message will be re-recorded once decisions have been made about the closing or delayed status of each campus. The message will also be specific as to its applicability to students, instructional staff and non-instructional staff.
- 2) The Web-based Emergency Notification Banner. The banner will appear at the top of the [www.gstboces.org](http://www.gstboces.org) website only when a closing or delay is in effect. The message will contain similar information as the phone message system.
- 3) The GST BOCES Alerts Twitter account. The Twitter website is found at: [www.twitter.com](http://www.twitter.com). Search for and follow the account @gst\_alerts. Or you can click on this link: [http://twitter.com/#!/gst\\_alerts](http://twitter.com/#!/gst_alerts). All “tweets” or updates will be replications of the information posted at the top of the website under system #2 above.
- 4) Phone Tree. A phone tree has been established for all non-instructional staff and will be utilized if normal work hours are changed

## OPERATIONS & MAINTENANCE STAFF

O&M staff, please report to work as usual. Notifications of changes will be followed by phone communication for emergency delays or closings

## OFF-CAMPUS SITES

Instructional staff and non-instructional staff located in a school district should follow the procedures established in the district where they are located.

Non-instructional staff located in off-campus, non-school district locations will follow general BOCES delays and closings.