

# Whom to Call if You May Need to Close Your School

As you are aware, unforeseen circumstances -- water main break, loss of power -- may force you to consider closing your school for the day. The following information outlines the communication procedures that school leaders should follow to evaluate if a school closure is necessary:

- ✓ **Step 1:** Call Trena Deane, the executive director of Facilities Management, to alert her to the situation in your building. She can be reached at 720-641-7691. Trena and the Facilities team will evaluate the situation and determine the appropriate response.
- ✓ **Step 2:** Inform your Instructional Superintendent and ask your Instructional Superintendent to inform your Assistant Superintendent.
- ✓ **Step 3:** If the Facilities team determines that late start or closure is necessary, please inform the Communications team to support with messages to families. A Communications team member can be reached at 720-448-3751.
- ✓ **Step 4:** Trena Deane will notify Transportation Services, the Department of Safety and Enterprise Management of an official close. Transportation Services will coordinate and determine student drop-off. All students must be met at a drop-off location by a family member. If you have questions or concerns, contact Nicole Portee, executive director of Transportation Services, at 303-909-0452.
- ✓ **Step 5:** Inform your staff to let them know of the late start or closure.
- ✓ **Step 6:** Inform before- and after-school program providers if the school closes.