SCHOOL/DISTRICT CHECKLIST
FOR WEATHER EMERGENCIES

Here are some reminders to help schools prepare for winter storm events:

- Review your District and School Emergency Plans related to winter storms.
- Review and have ready staff/parent/student phone trees and other notification systems.
- Advise key staff for early morning arrival to assess the impact of weather on school facilities, roads, power etc.
- Decisions on school closures should be made prior to 6:00 a.m. for notification to parents and media.
- Insure communications and radio equipment is functioning and batteries are charged.
- Clean out leaves that are clogging storm drains and gutter, downspouts, ditches and culverts.
- Check valves in building sewer traps to prevent flood waters from backing up into sewer drains.
- Stockpile emergency building materials like plywood, plastic sheeting, pry bars and shovels.
- Plan to have sandbags and other precautionary supplies at the ready for those areas subject to flooding.
- Prepare updated school phone recording/messages and websites to inform parents regarding school status.
- Districts/schools may want to consider forwarding a communication to parents via student backpacks, list-serves or other notification systems about your winter weather protocols.
- District offices should contact the Marin County Office of Education (MCOE), (415) 499-5801 or (415) 499-5802, regarding any school closures when decisions are made so MCOE can inform local media. Should those numbers not be working, please call our analog telephone numbers (415) 472-5749.

- Obtain additional information for local emergency preparations by visiting the following websites:

  National Weather Service – Local updated weather advisories/ warnings/forecasts.

  Marin County Office of Emergency Services – Current County Information

  The Marin County Schools Emergency Preparedness Services - school closure update and other emergency resources