



## **FROM THE DESK OF:**

Nancye S. Wagner

**TO:** ALL STAFF  
**Date:** January 3, 2008  
**Subject:** Hazardous Weather

As stated in your personnel policies on page 36, Chapter Four, Section 1.B.

The Executive Director has the authority to declare the office closed due to hazardous weather.

Protocol of office closure due to inclement weather or an emergency.

In the event the office is closed due to any of the above circumstances, notification will be given to each department supervisor or his/her designated staff, by telephone. It will be the responsibility of the supervisor or their designated staff to disseminate the information to each staff person in their departments.

If Fayette County School System is closed due to hazardous weather we are on at least a one hour delay. We will attempt to use both WLEX-Channel 18, the ADD's website, and our phone chain calling system to notify staff of the office plans. Make sure your phone number is correctly listed on the call list. An employee listing can be found in DATA/Everyone/Personnel Forms.

Supervisors are responsible to coordinate and implement their department's chain calling system.