

Inclement Weather and Emergency Operations Decision Matrix

Status codes, trigger thresholds, the decision clock, and the notification matrix for all six district sites

ONE DECISION IS MADE FOR THE ENTIRE DISTRICT

Individual schools do not delay, close, or dismiss early on their own authority except during an active on-site emergency. A site that faces a building-specific problem reports it as an input to the operations call rather than announcing a change to families.

ADOPTED UNDER Board Policy 6114	APPROVED BY Dr. Adaeze Nwachukwu, superintendent	APPROVED ON September 14, 2027	APPLIES TO 6 sites · 2,934 students · 31 bus routes
DECISION MADE BY 5:00 a.m.	NOTIFICATION RELEASED BY 5:15 a.m.	DECISION LOG Retained 7 years, operations office	TABLETOP EXERCISE September 9, 2027 · next September 2028

1. STATUS CODES

CODE	STATUS	WHAT HAPPENS AT THE SCHOOLS	TRANSPORTATION	NOTIFICATION
NORM	Normal operations	All schools on the published bell schedule	All routes on time	No message unless conditions change
DELAY2	Two-hour delay	Every school opens 120 minutes late; no morning preschool	Every route runs 120 minutes late on the same path	Call, text, email, web by 5:15 a.m.
DELAY2R	Two-hour delay, restricted routes	Every school opens 120 minutes late	Named routes do not run; families transport to the nearest served stop	As above, plus a direct call to affected riders by 5:45 a.m.
EARLY	Early dismissal	Elementary 12:15 p.m., middle 1:05 p.m., high 11:45 a.m.	Routes run in the same tier order at the early time	Call, text, email, web within 20 minutes of the decision
CLOSED-R	Closed to students, remote learning day	Asynchronous work posted by 9:00 a.m.; staff available 9:00 a.m.–2:00 p.m.	No service	Call, text, email, web by 5:15 a.m.
CLOSED-N	Closed, no school	Buildings closed; day is made up from the calendar reserve	No service	Call, text, email, web by 5:15 a.m.
CLOSED-E	Emergency closure during the day	Students held until release is safe; reunification if directed	Service as directed by the incident commander	Call and text within 30 minutes of the building being secured

Exactly one code is in effect at a time. A code is never combined with another, and a code is never announced as likely, probable, or under consideration. Until a code is announced, the district is operating under NORM.

2. WHAT EACH STATUS CODE MEANS AT EACH SITE

SITE	GRADES	NORMAL START	TWO-HOUR DELAY START	EARLY DISMISSAL	BUS TIER
Hollis Creek High School	9–12	7:25 a.m.	9:25 a.m.	11:45 a.m.	Tier 1
Calder Middle School	6–8	8:45 a.m.	10:45 a.m.	1:05 p.m.	Tier 2
Weatherly Ridge Elementary School	K–5	8:15 a.m.	10:15 a.m.	12:15 p.m.	Tier 3
Bramble Hollow Elementary School	K–5	8:15 a.m.	10:15 a.m.	12:15 p.m.	Tier 3
Hollis Creek Early Learning Center	PreK	9:00 a.m.	Morning session cancelled	11:30 a.m.	Family transport
Marden Falls Community Day School	7–12	8:30 a.m.	10:30 a.m.	12:40 p.m.	Tier 2

Tier 1 routes run first and feed Tier 2 and Tier 3 with the same buses. A restriction on a Tier 1 route therefore delays the tiers beneath it, which is why DELAY2R names routes rather than schools. On a CLOSED-R day, staff report remotely and no site opens to students.

3. TRIGGER THRESHOLDS

Thresholds are indicators, not automatic outcomes. A single row reaching a column does not by itself select a status code; the superintendent weighs every input read into the 4:45 a.m. call, including the expected timing of the hazard relative to arrival and dismissal. Any decision that departs from the column a row points to is recorded in the decision log with the reason.

INPUT	POINTS TOWARD NORM	POINTS TOWARD DELAY2	POINTS TOWARD DELAY2R OR EARLY	POINTS TOWARD CLOSED	SOURCE OF THE READING
Snow accumulated on untreated secondary roads	Under 1 in	1–3 in	3–6 in	Over 6 in	Facilities road survey, 3:30 a.m.
Freezing rain or ice accretion forecast	None	Trace	Up to 0.10 in	Over 0.10 in	National Weather Service forecast for the county
Air temperature at 6:00 a.m.	Above 10°F	0 to 10°F	–10 to 0°F	Below –10°F	Observation at the district weather station
Wind chill at 6:00 a.m.	Above 0°F	–15 to 0°F	–25 to –15°F	Below –25°F	National Weather Service wind chill product
Hill and grade routes passable by a loaded bus	All	All with chains	Named routes impassable	Route network impassable	Transportation road survey, 4:00 a.m.
Buildings with heat, water, and power	All	All	One building affected	Two or more affected	Facilities status board, 4:15 a.m.
Drivers available against the 31-route board	28 or more	26–27	22–25	Under 22	Dispatch call-in board, 4:15 a.m.
County or state road advisory in effect	None	Advisory	Warning	Travel restriction or emergency declaration	County emergency management feed

Watch Hazardous conditions are possible. The recall roster is placed on standby the evening before and the 3:00 a.m. page is confirmed.

Warning Hazardous conditions are occurring or imminent. The full decision clock in Section 4 runs regardless of the hour.

Advisory Less serious conditions that cause significant inconvenience. The road survey runs; the conference call is held only if the survey reports a failed segment.

Benchmark road segments: Quarry Bend Road at the low-water crossing, Sycamore Road hill, Marden Falls Ridge grade, County Route 9 at the rail crossing, Braddock Lane, and the Weatherly Ridge Road approach.

4. DECISION CLOCK — MORNING DECISIONS

TIME	STEP	OWNER	RECORD PRODUCED
3:00 a.m.	Superintendent, operations, transportation, facilities, and communications are paged	Deputy superintendent of operations	Paged on the recall roster
3:30 a.m.	Facilities road survey begins on the six benchmark segments	Director of facilities	Photos and temperatures logged in the operations channel
4:00 a.m.	Transportation drives the four hill routes and reports passability	Director of transportation	Route-level pass or fail with time stamps
4:15 a.m.	Driver call-in board closed and counted; facilities reports heat, water, and power for all six buildings	Dispatch supervisor and director of facilities	Driver count against the 31-route board; status board entry per building
4:45 a.m.	Operations conference call; every input above is read into the record	Deputy superintendent of operations	Recorded in the decision log
5:00 a.m.	Superintendent selects one status code for the district	Superintendent	Status code, effective time, and the reason entered in the decision log
5:15 a.m.	Notification released on every channel simultaneously	Director of communications	Channel completion times recorded
5:45 a.m.	Direct calls to riders on any restricted route	Transportation dispatch	Call list reconciled against the route roster
6:15 a.m.	Staff reporting instructions confirmed to principals and supervisors	Deputy superintendent of operations	Acknowledgment from each of the six sites

An afternoon decision — EARLY or CLOSED-E — runs the same steps compressed into 45 minutes, with the conference call at the 30-minute mark and release within 20 minutes of the decision. An early dismissal is not ordered after 1:00 p.m. for elementary schools, because the tiered routes cannot complete before the normal elementary run.

5. NOTIFICATION MATRIX

CHANNEL	AUDIENCE	OWNER	TIMING	VERIFICATION	LIMIT
Automated phone call from 1-888-555-0100	All families and staff	Communications	Released at 5:15 a.m.	Completion report within 20 minutes	Contacts 1 and 2 on each record
Text message from short code 40412	All families and staff who have not opted out	Communications	Released at 5:15 a.m.	Delivery report within 10 minutes	STOP replies are honored district-wide
Email to the addresses on file	All families and staff	Communications	Released at 5:15 a.m.	Bounce report reviewed by 7:00 a.m.	Plain text, no images
Website banner at hucsd.example	Public	Communications specialist	Within 5 minutes of release	Two-person verification at 7:00 a.m.	Banner states the status code and the effective time
Recorded weather line 1-888-555-0199	Public	Communications specialist	Within 10 minutes of release	Listened back and initialed	Recording is re-cut for every change
Radio WKMF 88.5 FM and KRVN-TV 9	Public	Director of communications	By 5:30 a.m.	Confirmation email from each outlet	Outlets read the district statement verbatim
Social accounts	Public	Communications specialist	Within 15 minutes of release	Post link pasted in the decision log	Comments are not monitored overnight
Staff operations channel	All staff	Deputy superintendent	At 5:00 a.m.	Read receipts	Staff learn the decision before the public release
Direct call to restricted-route riders	Affected families only	Transportation dispatch	By 5:45 a.m.	Call list reconciled	Live call; voicemail counts only on the second attempt

One message, every channel: Every channel carries the same words: the status code, the date it applies to, the effective time, and one sentence on what families do next. Channels are never staggered to release more detail on one than another, and no channel is updated without updating all of them.

Families who have replied STOP to short code 40412 are excluded from every district text, including closures. The district cannot reinstate a number; the family replies START to the same short code. The annual reminder to check this goes out with the August notice packet.

6. WHO DECIDES WHAT

DECISION	DECIDES	RECOMMENDS	CONSULTED	INFORMED
Select the district status code	Superintendent	Deputy superintendent of operations	Directors of transportation, facilities, communications	Board president
Declare a route restricted	Director of transportation	Dispatch supervisor	Superintendent	Deputy superintendent
Declare a building unusable	Director of facilities	Maintenance supervisor	Superintendent	Deputy superintendent
Release the notification	Director of communications	Communications specialist	Superintendent	Deputy superintendent
Change a decision already announced	Superintendent	Deputy superintendent	Directors of transportation and communications	Board president
Order an early dismissal	Superintendent	Deputy superintendent	Directors of transportation, facilities, nutrition services	Board president
Activate family reunification	Incident commander at the site	Site administrator	Superintendent, safety manager, transportation	Board president and county emergency management

If the superintendent cannot be reached within 10 minutes of the conference call, the deputy superintendent of operations decides and the decision log records the attempt times. No one else may announce, change, or withdraw a status code.

7. CONTACTS

ROLE	NAME	DIRECT
Superintendent	Dr. Adaeze Nwachukwu	1-888-555-0100
Deputy superintendent, operations	Grant Holloway	1-888-555-0104
Director of transportation	Priyanka Sethuraman	1-888-555-0155
Transportation dispatch, 24 hour	Rotating supervisor	1-888-555-0156
Director of facilities	Owen Baptiste	1-888-555-0158
Director of communications	Marisol Quintana-Reyes	1-888-555-0110
Safety and emergency manager	Curtis Nakagawa	1-888-555-0160
Director of student services	Hannah Oyelowo	1-888-555-0120
Director of nutrition services	Roland Achebe	1-888-555-0135
Recorded weather line	—	1-888-555-0199

The recall roster is verified on the first Monday of each month by a test page. A page that is not acknowledged within 15 minutes is escalated to the alternate on the roster.

8. REVIEW, EXERCISE, AND RECORDS

1. Reviewed every September by the operations cabinet and approved by the superintendent before October 1.
2. A tabletop exercise covering one delay and one early dismissal is run each September. The 2027 exercise was held September 9 with 22 participants from all six sites.
3. After any activation, an after-action note is due from communications and transportation within 5 business days.
4. Family-facing materials that reference this regulation — site handbooks, arrival and dismissal procedures, and transportation briefs — are checked for agreement at the same September review.

RECORD	RETENTION	HELD BY
Decision log entries and after-action notes	7 years	Operations office
Road survey photos and logs	3 years	Facilities
Route passability reports	3 years	Transportation
Notification completion reports	3 years	Communications
Tabletop exercise sign-in	5 years	Safety manager
Recall roster test pages	1 year	Operations office

Activations in 2026–27: four DELAY2, one DELAY2R on routes E-17 and H-32, one EARLY, and two CLOSED-N. Two calendar reserve days remain for 2027–28 before a make-up day is added in June.

Fictional specimen. Hollis Creek Unified School District, Weatherly Ridge Elementary School, and every person, phone number, address, route number, document number, date, enrollment figure, and approval record shown here are invented. Status codes, thresholds, benchmark road segments, decision times, channel owners, retention periods, and activation counts shown here are invented for this document. They are not weather guidance, not an emergency operations plan, and not a substitute for instructions from a real district or public safety agency. Nothing here is an official policy, administrative regulation, operating procedure, notice of rights, or legal advice, and it must not be used for any real school, district, student, or family.