



Hickory Public Schools

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MEMORANDUM

TO: All Personnel of the Hickory Public Schools
FROM: Anthony Cox, Director of Operations and Maintenance
DATE: August 11, 2023
SUBJECT: **FACILITIES INCLEMENT WEATHER SUPPORT PLAN**

As both weather patterns and remote learning have evolved, this contingency support plan is updated to provide simultaneous support to all schools and locations in the event of inclement weather.

This support plan is a guideline of Board Policy 5050, Emergency Closings, and is aligned to Board Policy 7550, Absences Due to Inclement Weather. For purposes of this guideline, "Inclement Weather" is defined as any naturally-caused event which affects the normal operation of schools, including endangering staff or students, or threatening to cause damage to district and personal property. This includes both severe winter and tropical storms.

In the event of inclement weather, each school is assigned a Facilities First Responder Team. The Facilities First Responder Team will assist their assigned school's custodial staff to ensure that there is clear and safe access to designated school entrances from driveways and parking areas. Each team will also assist custodial staff at the school with emergency repairs to the building structure and electrical and mechanical systems as required for safe operation of the school. Once all emergency response work is complete, these teams may be re-tasked and re-assigned to continue recovery work at school campuses on a risk-management priority basis.

First Responder Team assignments are as follows (*Schools are listed in order of precedence*):

1. **South / Eastern Team** – This team will mainly consist of Grounds Division personnel.
Supervisor is **Tim Ward (cell: 828-238-6658)**.
Sites assigned are HPS Administration, Longview Elementary and Grandview Middle Schools.
2. **Central Team** – This team will mainly consist of Custodial Division personnel.
Supervisor is **Cynthia Phelps (cell: 828-443-7142)**.
Sites assigned are Hickory High, HCAM and Viewmont Elementary School.
3. **North / Western Team** – This team will mainly consist of Maintenance Division personnel.
Supervisor Contact is **Terry Huff (cell: 828-312-4165)**
Sites assigned are Southwest Primary, Oakwood and Jenkins Elementary and Northview Middle Schools.

Additional Guidance:

- Augmenting these teams, snow, ice and/or debris clearance equipment may be operated by remaining Facilities Department personnel, or may be accomplished through contractors, or both.
- Custodial staff at each school are still responsible for opening of the building when it will be occupied on an optional work day or delayed opening day. First Responder Teams will assist as available.
- I will provide logistics, planning, incident management and leadership of these support teams. In my absence Terry Huff will carry out these duties.
- In the event power is lost, I will be the school district contact with Duke Energy.

We appreciate your support and patience as we strive to keep all campuses safe for everyone.

"Extending Excellence"