

**To:** EES Employees  
**From:** Angie Balsley, Executive Director  
**Re:** Inclement weather/emergency procedures  
**Date:** September 21, 2023

Once again it is time to prepare for the possibility of school closings and delays. We will again be using our emergency calling system, Blackboard Connect. This afternoon I sent a test call utilizing our current contacts. The call went out just before noon. If you did not receive a test call this morning, but want to be included on the calling list, or if you want to add or change phone numbers, please contact Gretchen Wood at 738-7032 or [gwood@earlywood.org](mailto:gwood@earlywood.org). As a backup, we will send emergency via the Earlywood email group.

**ALL EES EMPLOYEES:**

Unless the employee has requested removal from the emergency calling list, all EES employees will be notified of Earlywood closings, cancellations, and delays. Anyone based primarily at Earlywood or following Earlywood's calendar is expected to follow Earlywood's procedures for reporting to work. Those following a local district calendar, are expected to follow the local district's procedures as well as the school's make up schedule.

**PROCEDURES FOR EARLYWOOD BASED STAFF:**

In the event of a delay, employees are expected to report to work as soon as weather permits. Due to labor laws, hourly staff will be required to accurately record the time actually worked. If any employee, hourly or salaried, chooses to only report for a half day, or does not report to work at all due to weather, the employee will be required to take a half or whole personal leave day. All employees must follow the normal reporting procedures for absences if they choose not to travel due to weather.

If the Earlywood building is closed: no one is permitted to report to Earlywood unless authorized by a supervisor.