Extreme Weather Conditions

I. Purpose

The purpose of this regulation is to establish a procedure for monitoring of Prince William County Public Schools facilities to ensure the condition of buildings does not deteriorate due to extreme weather.

II. Scope

This regulation is applicable to all schools and administrative facilities.

III. Procedures

A. Monitoring of each building shall be accomplished either by a principal (or designee). When a principal requires an employee to check a building, a report shall be made to the principal to show that an appropriate inspection has been made.

B. If schools are closed on a day during the normal school week (Monday through Friday), a building check shall be made at least twice a day; once in the morning and once in the evening. Additional building checks shall be made, as directed. If schools are closed on Friday, the building shall be checked on Saturday and Sunday. The security resident may assist with building checks in schools with resident apartments or trailers.

C. In checking the building each monitor should check for:

1. General security of the building;
2. Condition of sidewalks and parking lots;
3. Condition of heating and air-conditioning units, as appropriate;
4. Freezers and refrigerators operating at normal range of temperatures;
5. Roof leaks, plumbing, and similar equipment that would be affected by adverse weather conditions; and
6. Any other condition that would seriously affect the opening of school and/or the integrity of the facility.

D. Notification shall be made immediately for items noted requiring immediate attention that may cause damage to a building or prevent the opening of the school the next day. It is the responsibility of the principal, the assigned staff
member, or the security resident to contact the Office of Facilities Services’ after-hours emergency numbers and the Office of Risk Management and Security Services’ after-hours patrol dispatcher number so the appropriate action may be taken.

The Associate Superintendent for Finance and Risk Management (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.