



Inclement Weather and Emergency Closing Policy

Inclement Weather: In the event of inclement weather, PCS will make decisions regarding school closing or delayed opening independently of the public school systems. *Please do not follow emergency instructions for the public school students.* An informational message will be recorded on the school answering machine, (757) 565-2900.

Inclement weather closings, delays and emergency closings will also be posted on radio stations WHRO 90.3 FM and WHRV 89.5 FM and WAVY Channel 10 TV.

If inclement weather seems likely and makes it necessary to close school after it has started for the day, we would appreciate your cooperation in staying informed and making arrangements to get your children home or picked up as promptly as possible.

Please make sure that your Emergency Contact Card has updated phone numbers, including cell phones, pagers, and e-mail address so that you can be reached in case of an emergency. Please be aware that students will not be released to anyone other than a parent, guardian or person listed on that student's Emergency Contact Card, with appropriate identification.

Emergency Closing: PCS has a communication system in place that will alert staff of any impending emergency. Broadcasts by the Emergency Alert System will be received immediately and the Head of School will determine which plan to implement. PCS will make decisions independently of the public school system. *Please do not follow emergency instructions for public school students.*

PCS has defined four emergency plans, as follows:

Plan A: Urgent and immediate threat – evacuation of school

Plan B: Shelter-in-place – building secured

Plan C: Imminent danger – close school as soon as possible

Plan D: Probable risk – close school early

Please follow your instructions for each plan as described below:

Plan A: An urgent and immediate threat would include but not be limited to an emergency at the Surry Power Station. The alerting signal for an actual emergency is four separate three-minute activations, each separated by one minute of silence. If you hear this warning signal, tune in to the stations above to confirm that we have implemented Plan A. The students will be immediately evacuated by staff, faculty and designated parents to the Charles City County School Complex Office. PCS

administration will also make every effort to notify parents/guardians by phone. The School Complex Office will serve as a temporary location outside of the Surry Power Plant 10-mile Emergency Planning Zone, and **parents/guardians should proceed to the Charles City County School Complex Office to pick up their children.**

Plan B: Shelter-in-place protocol has been adopted upon advisory from the local Emergency Management Systems. This plan is initiated when going outside or evacuating students presents more risk than remaining inside. The building will be secured and no one will be allowed to enter or exit. **Should this take place, please do not come to school to pick up your children.** Our teachers and staff are committed to providing a safe environment for our students; supplies are on hand for such an occasion, and your child will be safer here than in transport. Ensure your own safety and tune in to emergency broadcasts for further information and instruction. Be comforted by the fact that this type of emergency is usually no longer than a few hours. You will be notified by phone and e-mail when it is safe for you to pick up your children.

Plan C: Imminent danger will be determined by the Head of School using information and guidelines from local and regional emergency response teams. Staff will attempt to reach parents/guardians by phone, and messages will be aired via the above radio stations and TV network. **Parents should pick up their children at school as soon as possible.** Please stay in the carpool line to ensure students' safety and security. Extra staff/parents will be on hand to expedite the process. Again, no student will be released to anyone other than a parent, guardian or emergency contact.

Plan D: Probable risk will be determined by the Head of School, and the PCS school day will end early. The hour of dismissal will be announced on radio and TV, and the staff will make every effort to contact parents/guardians by phone. **Parents should make arrangements to have their children picked up at the announced early dismissal time.**

In all cases, an informational message will be recorded on the school answering machine, (757) 565-2900.

Directions to temporary evacuation location at the Charles City School Complex Office: From Providence Classical School, go north on Easter Circle, left on Greencastle St., left on Greensprings Plantation Dr., right onto John Tyler Highway. Turn left to stay on VA-5/John Tyler Highway, travel 16.4 miles then turn left onto Courthouse Rd. The Charles City County School Complex is located at 10900 Courthouse Rd in Charles City.

PCS School Office Contact Information:

Providence Classical School
Greensprings Center
6000 Easter Circle
Williamsburg, VA 23188
Tel: (757) 565-2900
Fax: (757) 565-3720
Main Office Email: PCS@PCSVirginia.org
Website: www.PCSvirginia.org