



**BLUE VALLEY SCHOOLS
BUSINESS AND FINANCE
STANDARD OPERATING PROCEDURE**

**INCLEMENT WEATHER CANCELLATION
Telephone Information Line and Text Alert Script**

If rental cancellations (refer to the Inclement Weather Cancellation Procedures) are required, the following procedure will be followed to record the cancellation notice on the Facility Scheduling Telephone Information Line, 913.239.4490.

PROCEDURE

Facility Usage Rental Line Standard Greeting:

- Thank you for calling the Blue Valley School District Facility Scheduling Information Line. There are no cancellations at this time.

The Facility Scheduling Office, Grounds Coordinator, and/or the Director of Operations will record an alternate greeting when inclement weather procedures are activated.

To record an alternate greeting on the Facility Usage Rental Information Line:

- Access the voicemail system at 913.239.4700
- Press * and enter ID 4490, press #
- Enter PIN 031158, press #
- Press 4 to access set-up options
- Press 1 to change greeting (see scripts below)
- Press 3 to edit greetings

- Press 3 to edit alternate greeting
- Press 1 to re-record alternate greeting
- Press 3 to activate alternate greeting
- Follow directions to set the end time for the alternate greeting. Set the greeting to expire based on the time frame involved. (i.e., If rentals are cancelled for the entire day, the greeting expires on that day at 11 pm.)

Scripts to use for recording on the information line:

Weekday:

Recording for weekdays when school is cancelled, and there is a potential for weather conditions to improve.

Today is: day of the week, date at time.

Due to the forecast of weather conditions for tomorrow morning, date, (or today, date) all rentals for tomorrow (today) that start prior to 4:00 pm have been cancelled. Conditions will be reevaluated by 1:00 pm tomorrow (today). If conditions are allowed, this line will be updated to reflect the reopening of facilities after 4:00 pm.

Recording for weekdays when school is moved to virtual or there is a delayed start:

Today is: day of the week, date at 9:00 pm.

Due to the forecasted weather conditions for tomorrow morning, (date), all rentals for tomorrow that start prior to 4:00 pm have been cancelled. Conditions will be reevaluated by 1:00 pm tomorrow. If conditions allow, this line will be updated to reflect the reopening of facilities after 4:00 pm.

Recording for 1:00 pm (cancellations continue):

Today is: day of the week, date, at 1:00 pm.

All rentals for today have been canceled due to weather conditions and/or power outages.

Recording for 1:00 pm (re-opening of facilities)

Today is: day of the week, date, at 1:00 pm.

All facilities will be reopened for rentals starting at or after 4:00 pm today.

Recording for weekdays when school is held, but before or after-school activities are canceled:

Today is: day of the week, date, at time.

Due to the cancellation of before or after-school activities as a result of weather conditions and/or power outages, all rentals for before or after-school have been canceled.

Weekend:

Recording for the weekend:

Today is: day of the week, date at 9:00 pm.

Due to the forecast of weather conditions for tomorrow morning, (date), all rentals for tomorrow that start prior to 1:00 pm have been cancelled. Conditions will be reevaluated by 9:00 am tomorrow. If conditions allow, this line will be updated to reflect the reopening of facilities after 1:00 pm.

Recording for 9:00 am (cancellations continue)

Today is: day of the week, date, at 9:00 am.

All rentals for today have been canceled due to weather conditions and/or power outages.

Recording for 9:00 am (re-opening of facilities)

Today is: day of the week, date, at 9:00 am.

All facilities will be reopened for rentals starting at or after 1:00 pm today.