

Disruptions to school and extracurricular activities

INSTRUCTIONS FOR TEACHERS/STAFF AT SCHOOL
OR IN EXTRACURRICULAR ACTIVITY FACILITIES



How to respond to warnings and instructions from the Meteorological Office



Civil Protection Committee in the capital area

Instructions on the appropriate response of teachers/ staff at schools and extracurricular activity facilities.

Teachers/staff must pay close attention to any news about the weather and weather warnings from the Meteorological Office and respond appropriately. A response plan should be in place, describing the role of each teacher/staff member at any given time.

The Meteorological Office is responsible for issuing weather warnings that all members of the public should follow. The Reykjavík Emergency Coordination Centre informs the education authorities about Orange and Red Warnings. They also tell the media about the orange and red warnings and any impact they might have. They post announcements on the Capital area's fire brigade social media page and inform the municipalities and education authorities in the capital area.

In the case of a Red Warning, which could affect schools and extra-curricular activities, the Reykjavík Emergency Coordination Centre meets with the department heads of the education authorities to assess the need for school closures and the cancellation of extra-curricular activities.

The Education authorities are free to contact the Reykjavík Emergency Coordination Centre for more information.

The following guidelines only apply to "younger children", i.e., children under 12. Please note that these are only guidelines, and any decisions are at the discretion of the parent/ guardian, hereinafter referred to as guardians.

Responsibility

The decision to accompany a child to and from school during poor weather conditions is always at the guardian's discretion.

Children located on the school premises or at the extra-curricular activity facility during an official weather warning are the responsibility of the school/extra-curricular activity, and the school/extra-curricular activity facility must inform guardians of the need to pick up their children under these circumstances. The teachers/staff of the school/extra-curricular activity shall follow these instructions.

Teachers/staff should familiarise themselves with the instructions for parents and guardians under these circumstances. The school authorities shall inform/remind teachers/staff and guardians of these instructions at the beginning of each school year.

The obligation to provide information

Schools and extra-curricular activity facilities should provide information on any response to weather warnings as soon as possible on their website and intranet services, such as Mentor, Karellen, Námfús and Innu. The information must be updated regularly and provided to teachers/staff members responsible for providing this information. Teachers/ staff members responsible for providing information on behalf of the school should be kept well informed to ensure that all given information is correct and up to date.

Preparedness

Guardians should be asked to accompany younger children to school in the event of a disruption to school or extra-curricular activities, where schools are nevertheless open and still receiving students. Guardians must ensure that a staff member is present to accompany the child into the schoolroom before leaving their child at school. Staff must ensure that a staff member is present on the child's arrival. Guardians should inform the school of their decision to keep the child at home due to poor weather conditions so that the reason for absence is correctly registered. The Reykjavík Emergency Coordination Centre will give notification of any changes to the instructions to guardians and teachers/staff members. The education authorities maintain a list of contacts using the BJARGIR system, which provides the e-mail addresses and telephone numbers of school and extra-curricular staff, which is used to send special notifications when necessary. The Capital area's fire brigade holds an annual meeting with the education authorities to prepare for the winter and to update the list of municipal education authorities.





GREEN DAY

Instructions from the Meteorological Office

Insignificant effect on daily activities.

A green warning indicates that forecasts have improved or that the worst of the weather has already passed over the area.

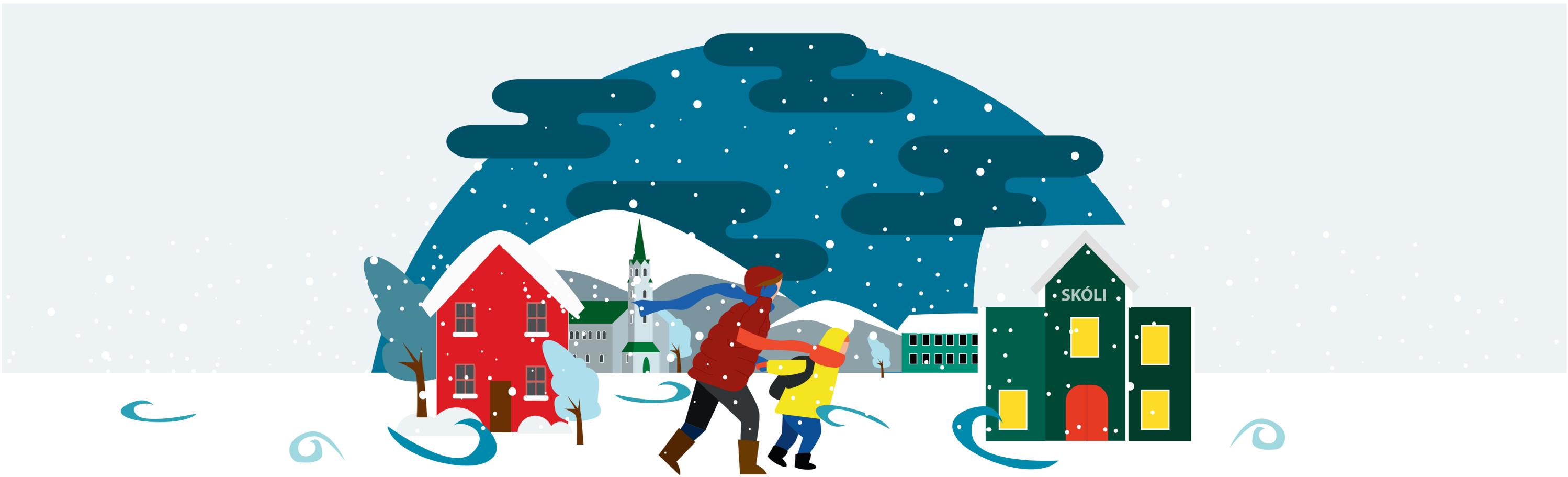
How should guardians respond?

In the morning:

No response needed.

At the end of the school day:

No response needed.



YELLOW WARNING

Instructions from the Meteorological Office

The weather can have localised or widespread effects and can cause delays, accidents, or damage if the public does not take care and act appropriately. This type of weather is uncommon, but the public should be vigilant and should plan carefully for any events or travel between regions. Insignificant impact on transport, infrastructure, and services.

A yellow warning may also indicate a very low or moderate chance of difficult weather conditions in the next 3-5 days.

How should teachers/staff respond?

In the morning:

The decision to accompany a child to and from school during poor weather conditions is always at the guardian's discretion.

At the end of the school day:

Guardians will be notified if they need to pick their child up from school at the end of the school day.

Teachers/staff must ensure that all children remain at school or at the extra-curricular facility until they are picked up by a guardian. The school/responsible party for the extra-curricular activity must provide information on their website and intranet if these circumstances arise.

Teachers/staff must contact the guardians of the children involved.





ORANGE WARNING

Instructions from the Meteorological Office

An orange warning indicates that there is a moderate or high probability of weather conditions that can have a significant impact. This type of weather can cause damage and serious accidents and can be life-threatening if due care is not taken. The effects on transport, infrastructure and services are temporary or local. This type of weather occurs several times a year.

How should teachers/ staff respond?

Teachers/staff should respond in the same manner described in the yellow warning instructions. However, children are more likely to need assistance from guardians travelling to and from extra-curricular activities.

How should the Reykjavik Emergency Coordination Centre respond?

The Reykjavik Emergency Coordination Centre informs the educational authorities if there is an orange warning; they also inform the media and post information on the subject on the SHS Facebook page.

In the morning:

The decision to accompany a child to and from school during poor weather conditions is always at the guardian's discretion.

The school may not be fully staffed at the beginning of the school day. Teachers/staff can ask guardians to assist with the children.

Teachers/staff must give guardians clear instructions on their role and relieve them of their duties as soon as possible. Teachers/staff should thank guardians for their assistance.

At the end of the school day:

If poor weather conditions persist at the end of the school day or after extra-curricular activities, then the school must decide if it is safe to send children home alone. The school will inform guardians and send out the relevant notices in cases where children need to be accompanied. Under these circumstances, children must not be allowed to leave the school or any extracurricular activities unless accompanied by a guardian.

If teachers/staff are unable to send children home, then the school should contact emergency services 112, but this should only be done in an emergency. Teachers/staff must contact the guardians of the children involved.



RED WARNING

Instructions from the Meteorological Office

This type of weather is likely to have a very significant impact. Dangerous weather conditions are to be expected.

Extensive damage and accidents can be expected, and the threat to life is high. Transport routes will close, and access to infrastructure and services will be seriously affected.

How should teachers/staff respond?

Information on school closures and any extra-curricular activity cancellations will be sent out on the evening before or in the morning before 7 am. Schools and after-school centres are open. The situation will then be reassessed.

How should the Reykjavík Emergency Coordination Centre respond?

The Centre should inform the education authorities and media and post information on the subject on the Capital area's fire brigade Facebook page.

The Centre meets with the department heads of the education authorities to assess the need for school closures and the cancellation of extra-curricular activities.

When should the Reykjavík Emergency Coordination Centre intervene?

The Centre is always responsible for providing information during a Red Warning.

THE PROCEDURE IS AS FOLLOWS:

THE REYKJAVÍK EMERGENCY COORDINATION CENTRE meets with the Icelandic Meteorological Office to review the situation.

The education authorities and municipalities are informed about the red weather warning.

THE REYKJAVÍK EMERGENCY COORDINATION CENTRE meets with the directors of schools and after-school departments to set the guidelines.

Information is sent to the education authorities, the municipalities and the media and posted on the SHS Facebook page.

Situation reviewed

THE REYKJAVÍK EMERGENCY COORDINATION CENTRE meets with school directors and leisure departments.

If the response changes, new information is sent to the educational authorities, municipalities, and media.

If school and extra-curricular activities go ahead:

In the morning:

Guardians must accompany their children if schools remain open and extra-curricular activities go ahead.

There is a high likelihood that schools will close and that extra-curricular activities will be cancelled.

The relevant authorities should contact 112 if teachers/staff cannot travel to work but should remember that this is an emergency measure. These measures ensure the minimum staff requirements, as reaching everyone can be difficult under these circumstances. The relevant authorities must ensure that information on the situation is provided on-site to ensure the safety of the children.

At the end of the school day:

Teachers/staff must ensure that all children remain at school or the extra-curricular facility until a guardian picks them up.

If teachers/staff cannot send children home, the school should contact emergency services 112, but this measure is for emergencies only. Teachers/staff must contact the guardians of the children involved.

If schools are closed and extra-curricular activities cancelled:

In the morning:

The opening of schools should be planned so that those who live closest can get to work to open the school and ensure safety.

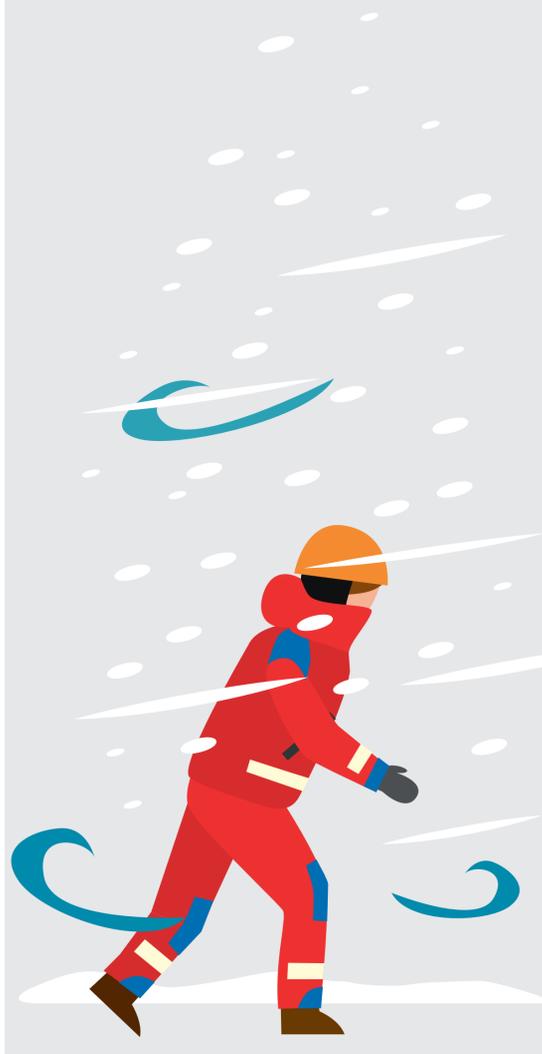
If teachers/staff cannot get to school unaided, the school authorities should contact emergency services 112 to ensure the minimum staff requirements. This measure is for emergencies only.

Teachers should be aware that some children have parents or guardians who are essential workers (emergency services etc.), and other children may be affected by difficulties contacting their guardians.

At the end of the day:

Teachers/staff must ensure that all children remain at school until a guardian picks them up.

If teachers/staff cannot send children home, the school should contact emergency services 112, but this measure is for emergencies only. Teachers/staff must contact the guardians of the children involved.





Civil Protection Committee in the capital area

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