

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

Disruptions to school and extracurricular activities



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, weather warnings from the Meteorological Office, and must respond in the appropriate manner. A response plan should be in place, describing the role of each teacher/staff member, at any given time.

The following guidelines only apply to “younger children”, i.e. children under the age of 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 discretion of the guardian.

Children located on the school premises or at the extracurricular activity facility, during an official weather warning, are the responsibility of the school/extracurricular activity and the school/extracurricular activity facility must inform guardians of the need to pick up their children under these circumstances. The teachers/staff of the school/extracurricular 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 extracurricular activity facilities should provide information on any response to weather warnings as soon as possible on their website and intranet services, such as **Metor**, **Námfús** and **Innu**. This information should also be updated regularly. Information should be provided on the teacher(s)/staff member(s) responsible for providing this information. The teacher(s)/staff member(s) responsible for providing responses about the situation, on behalf of the school, should be 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 extracurricular 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 extracurricular 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 discretion of the guardian.

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:

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 extracurricular facility until they are picked up by a guardian. The school/responsible party for the extracurricular activity must provide information on their website and intranet if these circumstances arise.

If teachers/staff are unable to send children home, then the school should contact the emergency services (112) and ask to be connected to the Emergency Coordination Centre. 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, 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 s should respond in the same manner described in the yellow warning instructions. However, children are more likely to need assistance traveling to and from extracurricular activities.

In the morning:

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

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:

Notification will be given if children need to be picked up from school/extracurricular activities, at the end of the school day, due to poor weather conditions. Teachers/staff will also contact the guardian of each child. Teachers/staff must ensure that all children remain at school or at the extracurricular facility until they are picked up by a guardian.

If teachers/staff are unable to send children home, then the school should contact the emergency services 112 and ask to be connected to the Emergency Coordination Centre. 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?

In the morning:

Guardians must accompany their children if schools remain open and extracurricular activities go ahead.

There is a high likelihood that schools will close, and that extracurricular activities will be cancelled.

The relevant authorities should contact 112 if teachers/staff are unable to travel to work. This action is taken to ensure the minimum staff requirements but reaching everyone can be difficult under these circumstances. The relevant authorities must therefore 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 at the extracurricular facility until they are picked up by a guardian.

If teachers/staff are unable to send children home, then the school should contact the emergency services 112 and ask to be connected to the Emergency Coordination Centre. Teachers/staff must contact the guardians of the children involved.



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