



HEAT DAY Checklist

- Check weather forecast. Try to stay in full-session first day of heat wave. Find at least one (two) site(s) predicting **95** degrees or above forecast. Accuweather.com; nbcсандiego.com/weather; weather.yahoo.com/forecast; or www.weather.com
- Check with Superintendent for final approval **48083** Principal
- NO P.E., athletics, etc., if PSI Index is **100** or higher (Accuweather.com or SD Union Tribune, section C, back page)
- Keep switchboard open until the end of the regular workday

CALL

- District Administration **48083** Principal
- Neighborhood/Client Schools Principal
- District Transportation **48186** MSF
- Cafeteria Personnel MSF
- Special Education Office **48115** MSF
- Fiscal Services (Patty Floyd) **48053** MSF
- IT & S (Bruce Nelson) **48242** Principal
- FAX Bell Schedule to: Principal's Secretary
 - Bruce Nelson **462-7420**
 - Patty Floyd **460-0334**
 - Superintendent **465-1349**
 - GEA **460-9325**
- Teachers with first period preparation Principal's Secretary
- Physical Education Department Chair and Athletic Director Principal's Secretary

OTHER

- Input Minimum-Day Bell Schedule (BELL PANEL) MSF
- Intercom Announcement Principal
- Copy Minimum-Day Schedule & Distribute to classrooms Principal
- (PRESS)-Clear through Superintendent's Office Principal