

MEMO

To: Principals
From: Nicholas Ford, Superintendent
Re: Snow/Emergency Closures Communication

The snow/emergency closures communication procedures allow each principal to communicate the closure to families in the way they deem most effective. We realize that many schools use email and /or text messages to keep families informed of important updates. We also recommend updating the landing page of your school website to reflect the closure.

For radio/TV listings, please confirm your School ID and password BEFORE the first winter storm.

KOMO Radio editor@komoradio.com 206-404-3404

KIRO Radio newsdesk@973KIRO.com 206-726-5476

KING TV 5 newstips@king5.com 206-448-3850

Each school must email SchoolAlert@king5.com for admin set-up and inquiries, **NOT for reporting changes.**

Otherwise, all IDs and passwords remain the same. If you are unsure, please verify with each news station.