



**South Shore Regional School Board  
Early Morning Storm Cancellation Process  
2010-2011**

<b>Nancy Pynch-Worthylake, Superintendent of Schools</b>	
<b>Norm Stableford, Fleet Coordinator</b>	
<b>Denise Crouse, Transportation Manager</b>	
Between 4:45 a.m. & 5:00 a.m.	
Road Weather Information System Website Weather Check	
Environment Canada (website & phone if necessary):	
Intellicast Storm Track Website	
AccuWeather Storm Track Website	
AMEC Weather forecast & conference call if required	
5:10 a.m.	Transportation & Infrastructure Renewal (TIR):
	Hebbsville:
	Liverpool:
	Chester/New Ross/Aspotogan:
Between 5:10 a.m. & 5:30 a.m. – Phone the following individuals:	
	Dirt Road      New Germany
	Hubbards
	Riverport
	Chelsea
	Leville Road
	Liverpool
	New Germany
5:30 a.m.	Phone Superintendent:
	Please indicate:    - What the drivers and TIR are saying
	- Temperature/Weather Report
	- Driving conditions from TIR & individuals
	- Visibility
5:34 a.m.	Phone Communications Manager
	Update website & phone:
	CKBW:
	CBC:
	AVR/Magic 97:
	Hank FM:
** If back roads are closed, our buses only travel on paved roads and back roads include gravel, sand-sealed and chip-sealed roads. Back road closure plans will go into effect.	
5:35 a.m.:	Dispatch will phone drivers who leave for work prior to 6 am
6:10 a.m.	Springfield drivers:
If the main office is closed - contact XXX to reset the door locks to the main office -	

**South Shore Regional School Board  
Storm Watch Process 2010-2011  
Checklist**

<b>Date</b>	<b>Time</b>	<b>Environment Canada (Bridgewater, Halifax, Liverpool, Kentville, Keji, Shelburne)</b>	
		<ul style="list-style-type: none"> <li>• Current Temperature</li> </ul>	
		<ul style="list-style-type: none"> <li>• Temp (daytime high)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Temp (daytime low)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Wind speed/direction</li> </ul>	
		<ul style="list-style-type: none"> <li>• Watches/warnings</li> </ul>	
		<ul style="list-style-type: none"> <li>• Forecast details</li> </ul>	
<b>Date</b>	<b>Time</b>	<b>Road Weather Information System (Lunenburg, Queens, Halifax, Shelburne, Hants)</b>	
		<ul style="list-style-type: none"> <li>• Air Temperature</li> </ul>	
		<ul style="list-style-type: none"> <li>• Wind speed</li> </ul>	
		<ul style="list-style-type: none"> <li>• Visibility</li> </ul>	
		<ul style="list-style-type: none"> <li>• Precipitation (type &amp; amount)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Forecast details</li> </ul>	
<b>Date</b>	<b>Time</b>	<b>Questions for Individuals</b>	
		<ul style="list-style-type: none"> <li>• How much snow has fallen?</li> </ul>	
		<ul style="list-style-type: none"> <li>• Type of snow (light &amp; fluffy or slushy)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Current temperature</li> </ul>	
		<ul style="list-style-type: none"> <li>• Visibility</li> </ul>	
		<ul style="list-style-type: none"> <li>• Road condition – type of road (asphalt, dirt)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Has the road been plowed</li> </ul>	
<b>Date</b>	<b>Time</b>	<b>Questions for TIR (Lunenburg, Chester/New Ross, Queens)</b>	
		<ul style="list-style-type: none"> <li>• How much snow has fallen?</li> </ul>	
		<ul style="list-style-type: none"> <li>• Type of snow (light &amp; fluffy or slushy)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Current temperature</li> </ul>	
		<ul style="list-style-type: none"> <li>• Visibility</li> </ul>	
		<ul style="list-style-type: none"> <li>• Which roads have been plowed?</li> </ul>	
		<ul style="list-style-type: none"> <li>• When will remaining roads be plowed?</li> </ul>	
		<ul style="list-style-type: none"> <li>• What conditions are your operators reporting?</li> </ul>	



**South Shore Regional School Board  
Late Morning Cancellations  
2010-2011 School Year**

<b><i>Transportation Manager, Denise Crouse</i></b>	<b><i>Phone #</i></b>
<ul style="list-style-type: none"> <li>• Monitors AMEC website hourly</li> <li>• Updates Superintendent as required</li> </ul>	
<b><i>Superintendent of Schools, Nancy Pynch-Worthylake</i></b>	
<ul style="list-style-type: none"> <li>• Makes the decision to cancel early</li> </ul>	
Big Tancook Ferry students must be dismissed by 10:20 am in order to catch the 10:30 am ferry	
<b><i>Transportation Manager, Denise Crouse</i></b>	
<ul style="list-style-type: none"> <li>• Notifies Transportation Officer, Gilbert Jackson</li> <li>• Notifies Dispatcher</li> <li>• Notifies Communications Manager, Trish Smith to update the website and notifies Media (CKBW, CBC, AVR/Magic 97, 100.7)</li> </ul>	
<b><i>Superintendent of Schools, Nancy Pynch-Worthylake</i></b>	
<ul style="list-style-type: none"> <li>• Notifies Administrative Assistant to the Superintendent, Lori Ferraina</li> <li>• Notifies Administrative Assistants to the Student Development Team</li> <li>• Administrative Assistants call each school</li> <li>• Elementary School staffs call all families</li> </ul>	
<b><i>Transportation Officer, Gilbert Jackson, Notifies:</i></b>	
Private Conveyors	
<b><i>Clerk Dispatcher, Cathy Ritchie, Notifies:</i></b>	
<ul style="list-style-type: none"> <li>• All Lunenburg County bus drivers</li> <li>• Drivers to activate South Queens bus driver phone tree</li> <li>• All substitute bus drivers (on duty)</li> <li>• North Queens Bus Garage phones North Queens drivers</li> </ul>	