





# Closing/Delay Color Codes FOR EMPLOYEE USE ONLY

Code	Building Status *Offices include Central Office	Who Reports	Notes
 <b>Code Blue</b>	Schools open late or close early  Offices open	All employees report	10 & 11 month employees adjust their time to reflect delay or closing
 <b>Code Yellow</b>	Schools closed  Offices open	Emergency personnel report  12 month employees report (liberal leave in effect)  10 & 11 month employees do NOT report	See Liberal Leave policy  Emergency personnel may NOT use leave unless pre-approved
 <b>Code Orange</b>	Schools and offices closed	Emergency personnel report per specific direction from Supervisor of Plant Maintenance/Operations	Emergency personnel may NOT use leave unless pre-approved
 <b>Code Red</b>	Schools and offices closed	No employees report	No employees may access CCPS facilities