

## **EMERGENCY CLOSURE OF SCHOOLS**

### **Background**

Emergency closure of schools may occur when there are risks involved during emergencies which arise, such as escaping gases or a failure of one or more systems (water, heating, etc.) at a particular school.

### **Procedures**

1. The School Administrator(s), in consultation with appropriate Division Office personnel, will determine if an emergency exists relative to the failure of (a) system(s) at the school or as a result of the presence or likely presence of dangerous gases, chemicals, etc. and shall take the necessary actions to close the school and, if appropriate, to arrange for the movement of students to their homes or some other safe location.
2. The School Administrator(s) is responsible to set up a telephone fan out plan to be implemented during such emergencies. Furthermore, students shall not leave the school before a safe place for the student is established and that this information is communicated to the parents/emergency contact.
3. In the event of an emergency school closure, the School Administrator(s) must immediately notify:
  - 3.1 the Superintendent
  - 3.2 the Transportation department
  - 3.3 the Facilities department
4. The Transportation department is responsible for updating the division website regarding bus route status.
5. Only in instances of unusually extreme conditions, or in a general system-wide emergency, will personnel at the Division Office make an announcement covering the closure of a school, some schools, or all schools in the system.

In such cases, contact will be made with each School Administrator(s) via telephone as soon as possible after such a decision is rendered.

Reference: Section 57, 60, 61, 113, School Act  
Employment Standards Act

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