Administrative Procedure 134

EMERGENCY SITE / DIVISION CLOSURE

Belief

The Division believes that the safety of students and staff is of prime concern, therefore on rare occasions, it may be necessary to consider emergency site or division closure.

Guidelines

1. The decision to close a site for emergencies shall be made by the Superintendent in consultation with the Director of Plant Facilities and the site administrator or designate. Factors which may result in closure include, but are not limited to:

   1.1. Failure of plumbing, heating or ventilation installations of the nature likely to be detrimental to the health or safety of students or staff, and / or:
   1.2. Any other emergency conditions likely to be detrimental to the health or safety of students or staff.

2. The decision to close all division sites for emergencies shall be made by the Superintendent in consultation with the Director of Plant Facilities and / or the Transportation Manager. Factors which may result in closure include, but are not limited to:

   2.1. Extreme weather, such as a tornado, ice storm, or anything that is likely to be detrimental to the health or safety of students or staff.

3. In the event that a site closure is necessary:

   3.1. The site administrator shall immediately initiate steps to advise as many parents as possible, keep staff and students fully informed, and ensure the safety of all students and staff;
   3.2. If applicable, the Transportation Manager will contact all bus operators.

4. In the event that a division closure is necessary:

   4.1 The Superintendent or designate will notify the site administrator.
   4.2 The Superintendent shall post on the website the decision to close all division sites.
   4.3 If applicable, the Transportation Manager will contact all bus operators
   4.4 The Transportation Manager shall notify local radio stations.

Reference: Section 57, School Act