

EMERGENCY CLOSURE OF SCHOOLS

Background

It is recognized that on certain occasions it may be necessary to evacuate and/or close a school.

Directions may be given to evacuate and/or dismiss all or some of the students of a school because of:

- Weather conditions likely to threaten the safety of the students on their way home.
- Failure of plumbing, heating or ventilation installations of a nature likely to be detrimental to the health or safety of students.
- Any other emergency condition likely to be detrimental to the health or safety of students, such as:
 - Bomb threats;
 - Internal Violent Intruder (move to lockdown procedure);
 - External Violent Threat;
 - Fire/explosion;
 - Flood;
 - External supply system failure (i.e. water, gas, electricity).

Procedures

1. The Principal, at the beginning of the school year, shall, in consultation with staff, develop or review the existing Disaster Plan to activate in the event that students must be evacuated. The Plan shall, at the very least, include:
 - 1.1 Location of temporary shelter for students;
 - 1.2 Notification of the Superintendent or designate;
 - 1.3 Parent contact data or alternative residence information for relocating students.
2. The Principal shall ensure that emergency preparedness drills, addressing the contents of the Plan, are carried out throughout the school year. Specifically this is to include fire drills that, as required by law, are to be carried out six (6) times per school year (three (3) times per semester).
 - 2.1 In the event of a potential evacuation or closure, the Principal shall consult with the Superintendent, or designate, as soon as possible.

3. The Superintendent or designate has full authority to adjust regular bus and school operating schedules, and close a school or a number of schools, where an emergency situation has arisen and presents a danger to students and staff, or where classroom conditions become intolerable due to mechanical failure.
4. The Superintendent or designate will advise the Principal of further procedures as deemed necessary.
 - 4.1 The Principal and staff shall make every reasonable effort to ensure that both bus and non-bus students are able to arrive home safely when they are dismissed earlier than the regular school closing time.
5. When classes are suspended, students will be excused from attendance.

Adopted/Revised: JUN 2016/NOV 2019/JAN 2023

Reference: Section 11, 33, 52, 53, 60, 196, 197, 222 Education Act
Employment Standards Code