

EMERGENCY SCHOOL CLOSING

The Board authorizes the Division Office Administration to close the schools in event of hazardous weather, or other emergencies, which present threats to the safety of students, school staff members, or school property.

The Board also recognizes that most emergency closings come under the three groups outlined below. General rules are given for each group.

- A: Closing of a building (buildings) because of hazardous conditions within the building. This type of emergency could well require the evacuation of the building. In this case the Principal (or his designate) will evacuate the building, call the appropriate officials (fire, police etc.) and notify the Division Office of his actions. Proper procedures for transportation, billeting etc. will be instituted by the Division Office working in conjunction with the Principal.
- B: Closing of a building (or buildings) within a community because of hazardous conditions - weather, chemical spill, water-main break etc. which does not require an evacuation. In this instance the decision to close will be made by the Division Office Administration in consultation with Principal (if possible). The Division Office Administration would then take the necessary steps to see that proper notice of school closure be given to the local radio stations and that the student transportation system be notified of required changes.
- C: Closing of all schools in the Division. This would usually occur only because of very severe weather conditions. The decision to close will be made by the Division Office Administration who will also set into motion any required action such as notifying local radio stations and transportation supervisor etc.

In all cases of school closings all members of the Board of Trustees will be notified of the action taken at the earliest possible time.

Approved November 27, 1984
Reviewed October 18, 1994