



SCHOOL CLOSURES – EMERGENCY SITUATIONS

Adopted: 1998-04-14	Reviewed: 2002-10-22	Amended: 2005-04-26 2009-04-28 2019-02-05
---------------------	----------------------	---

SUBJECT: **SCHOOL CLOSURES - EMERGENCY SITUATIONS**

The Board of Education states that the immediate safety of all pupils and employees is of prime consideration. In extraordinary circumstances, safety will take precedence over any, and all other considerations.

The decision to close schools shall be made only by the Superintendent of School or designate. Principals are expected to contact the Superintendent of Schools or designate before any decision to dismiss students due to extreme and unusual circumstances including but not limited to power or water outages.

**SCHOOL CLOSURES – EMERGENCY SITUATIONS**

Adopted: 1998-04-14	Reviewed: 2002-10-22	Amended: 2005-04-26 2009-04-28 2019-02-05
---------------------	----------------------	---

REGULATIONSSUBJECT: **SCHOOL CLOSURES - EMERGENCY SITUATIONS****1. Inclement Weather Conditions**

In the event of unusual weather conditions:

- (a) The Transportation Supervisor will contact the Department of Highways to determine what roads are open, and the likelihood of future road closures.
- (b) The Transportation Supervisor will contact the Superintendent or designate to advise what roads are open or closed and the possibility of future closures.
- (c) The Transportation Supervisor will review weather and facility conditions with the Director of Facilities and Transportation.
- (d) The Transportation Supervisor will consult with and advise bus carriers of any decisions involving their routes.
- (e) The Superintendent of Schools or designate will communicate the following information prior to 0600 h on local radio stations, district website, social media, AEC Chair and/or First Nation Band Representative depending on geographical locations impacted:
 - i) full closure of schools
 - ii) partial closure of schools
 - iii) late busing and/or late opening of schools.
- (f) When busses are not running, the schools in the geographic area (Hope, Boston Bar, Agassiz-Harrison) will be closed.
- (g) Staff who are within walking distance of the school will report to assist students who do arrive at school and will supervise the students until parents are contacted and can pick the students up or make alternate arrangements for them.
- (h) The Superintendent of Schools will advise the Board Chair of action taken.
- (i) The Assistant Superintendent of Schools will advise Principals of action taken.
- (j) School Principals will ensure the staff are informed of closures as early as possible. Staff will also be notified if they should report to work at an alternate location.
- (k) In the event of a partial closure, all staff members are expected to be on duty in their appropriate places or in the nearest school. In the event that a staff member is unable

to report to his/her school that is open, that staff member is to report to the nearest school or to the District Education Office. Staff members who must drive to the nearest school will make personal decisions regarding safety and driving to work.

- (l) When the schools are closed according to the above policies,
 - i) Staff will not be subject to loss of pay because of inclement conditions or school closures.

When there are road closures and when school busses will not be running the Transportation Supervisor will communicate this information to the Secretary–Treasurer. The Superintendent or designate will contact the media forthwith to broadcast any interruptions to the bussing schedule. All notices of bus cancellations or school closures will be communicated on local radio stations, district website, and social media, AEC Chair and/or First Nation Band Representative depending on geographical locations impacted.

The Superintendent or designate will inform Principals of the following circumstances:

- Bus run cancellation due to weather; schools will ensure that all students transported by bus have pre-arranged billets at the beginning of each school-year;
- For road closures passable with pilot car: arrangements for the pilot car will be made by the Transportation Supervisor immediately upon determining need;
- For road closures impassable but where there is an alternate route available; if drop-off times are altered, all parents of affected students will be contacted by schools;
- Road closure, no pilot and no alternate route; schools will ensure student billets are activated for all students affected by the road closure;
- The decision to keep a student at home for the day because of inclement weather conditions shall be made by the parents and guardians; and
- Students shall not be expected to wait for a school bus for more than fifteen minutes past the scheduled pick-up time. If the bus has not arrived by that time, students should return to their homes or to another prearranged place of shelter.

Unusable Facilities

1. The Principal shall immediately report to the Superintendent of Schools any event that renders facilities unusable, such as power outages and water problems.
2. If authorization to close the school is given, parents shall be notified of the closure using the local radio stations, school district website, social media and other forms of communication used by the school.
3. Principals/Vice-Principals, early in the school year, shall obtain from parents/guardians emergency contact information for the parents/guardians and alternate contacts in the case the school needs to evacuate or an unexpected school closure during the school day. Emergency evacuation locations will be communicated annually to parents.

2. **Violent Forces**

Violent forces include, but may not be limited to, natural, mechanical, chemical or human forces.

The Board of Education directs Principals, in co-operation with the appropriate authorities, to develop procedures to ensure the safety of pupils and staff in the event of unforeseeable violent forces or disasters.

(a) **Advance Warning - Unspecified Forces**

- i) The Principal will immediately notify the Superintendent of Schools.
- ii) The Superintendent will make whatever decision and take whatever action is deemed appropriate.
- iii) The Superintendent will notify the Chair of the Board of Education of the decision made.

3. **Bomb Threats**

If a bomb threat is received during school hours or during school sponsored activities:

- (a) The Principal, or individual in charge, will immediately evacuate all pupils and staff to a safe distance from the school. Normal fire drill procedures will be used.
- (b) When the evacuation is in progress, the Principal or individual in charge, will contact the police and the Superintendent of Schools.
- (c) Pupils and staff are not permitted to re-enter the school until police officers have determined that it is safe to do so.

4. **Facilities Breakdown**

- (a) In the event that conditions in any school render the building to be unsafe or unhealthy for students to attend for reasons such as inadequate water supply, electrical outage, heating system breakdown, inoperative washrooms, the school may be designated as in a condition of plant failure.
- (b) The school-based Principal will contact the Superintendent of Schools, who will consult with the Director of Facilities and Transportation regarding the necessity of school closure relating to a facility malfunction or breakdown.
- (c) The Superintendent will take action as outlined in 2 (a).

5. **Emergencies**

- (a) In the event of an emergency that threatens the safety of pupils and/or staff, the

Principal will take whatever immediate action is deemed appropriate.

- (b) As soon as practicable, the Principal will advise the Superintendent of Schools.