

## EMERGENCY CLOSURE OF FACILITIES

### Background

The Superintendent, or designate, has the authority to temporarily close a school or Division facility, if the health and safety of the students and its staff are endangered.

The emergency closure of a school or Division facility may be necessary during the following conditions:

- The mechanical system fails.
- Utility services to the school are disrupted and are likely to be unavailable for a significant period of time.
- An emergency situation dictates that a facility be vacated immediately.

It is expected that the situation which caused the emergency closure be attended to promptly and that the facility be reopened as soon as possible.

### Procedures

1. The Principal or Division administrator will notify the Superintendent or designate immediately upon the identification of an occurrence that may necessitate the emergency closure of a school or Division facility.
2. The Superintendent or designate, will determine whether an emergency closure of the facility is to take place. Where a closure is necessary, the Superintendent will first inform the Principal or Division administrator and then inform trustees.
3. If the Superintendent or designate is unavailable, the Principal or Division administrator having responsibility for the site is authorized to make a decision about the closure of the facility.
4. The Principal or Division administrator is responsible for making every reasonable effort to notify all parents, students and staff who are affected by their facility's closure.
5. The Superintendent or designate, will inform appropriate Division resource staff of the emergency closure.

Revised: November 20, 2019