

## **EMERGENCY CLOSURE OF FACILITIES**

### **Background**

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

The emergency closure of a school or District 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 District administrator will notify the Superintendent or designate immediately upon the identification of an occurrence that may necessitate the emergency closure of a school or District 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 District administrator and then inform trustees.
3. If the Superintendent or designate is unavailable, the Principal or District administrator having responsibility for the site is authorized to make a decision about the closure of the facility.
4. The Principal or District 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 District resource staff of the emergency closure.

Reference: Section 57, School Act