



## Emergency School Closures-Procedure

The circumstances which require school closures and the procedures to be followed are outlined below.

### 1. Closures

Circumstances for school closures will vary.

School may be closed in situations where there are circumstances deemed to be a threat to the safety and health of students and staff. Such circumstances may include the following:

- a)
- a) workplace safety and health issues
- b) external temperature
- c) wind chill
- d) temperature in the school and classrooms
- e) no water
- f) weather warnings/advisories from agencies such as Environment Canada, Manitoba Highways, R.C.M.P. preventing staff from travelling.
- g) road condition reports.
- h) natural disasters such as floods.

### 2. Procedures

- a) The Director/Principal shall contact the staff, and advise of the school closure.
- b) In an emergency situation where the Principal is unable to contact all staff,
- c) Human Resource shall be contacted to assist.
- D) In any circumstance where the decision has been made to close the school, the Director/Principal shall immediately notify parents and the community if Travel has been scheduled from communities.
- e) If, during the school day, the weather or other circumstance becomes extreme, and the Director/Principal recommends closure, the Director/Principal will advise staff to leave the school immediately.
- f) When extreme road conditions exist, SEC drivers, in conjunction with the Director/Principal, have the authority to cancel travel in SEC vehicles.
- g) An emergency school closure and the reason for it shall be reported to the Board Chairperson.

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