

Title: **EMERGENCY CLOSURE OF SCHOOL**

Adopted: June 2, 2009

Revised: June 2020, November 2022

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## **PURPOSE**

The purpose of this procedure is to provide direction to staff with regard to expectations of them in the event of an emergency closure of the school as directed by the Board, Supervisory Officer or Principal, Emergency Agencies (Police, Fire) or the Medical Officer of Health.

## **PROCEDURES**

1. Email contact lists will be established annually for staff and families. If a closure is directed the Principal will e-mail staff and families in order to relay any information related to a school closure as quickly as possible.
2. The Principal will then call the local CUPE, ETFO and OSSTF reps and these reps will also email staff on their personal email addresses.
3. The Principal will call the TELT who will update the school website and social media channels.
4. A “phone tree” will be established each year with current telephone numbers and all staff are to keep a copy of this with them outside of school hours as a back-up should email not be possible. The Supervisory Officer, Principal or designate will begin the phone relay. Staff are then responsible to call the people on their designated list. If a person cannot be reached, it is the responsibility of the staff member making the calls to leave a message for that person, then take on that person’s responsibility for further calls as per the telephone tree.
5. Teachers are responsible for contacting each student’s family to confirm that they have received the information. Up-to-date contact information (home telephone numbers and/or email addresses) must be kept with the teacher in case of closure.
6. Teachers are also required to have current information with them to contact co-op/Intern Students who may be working in their classrooms.
7. The school management will coordinate with the appropriate hospital management staff to inform resource students and their families of the school closure. The Principal (or

designate) will advise any impacted contractors or researchers as well as Volunteer Services and the transportation consortium, of the closure.

8. The Principal (or designate) will attend (if appropriate) the school on a weekly basis to ensure that the school is safe and secure.