

# AP 131 – EMERGENCY SCHOOL CANCELLATION

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## Background

The Director may close schools and/or arrange for the early dismissal of students in situations where the health and safety of students is at risk.

In the event of early dismissal of bused students, every student shall be delivered safely to their parents/guardians or satisfactorily housed elsewhere.

## Procedures

1. School will be closed for students and staff if conditions are such that the students and staff are at a health risk. Staff may be directed to alternate facilities. Any of the following factors, or combinations of them, shall serve as guides for considering school closure or early dismissal of students:
  - 1.1 Loss of power and/or heat;
  - 1.2 Inadequate water supply;
  - 1.3 Sewer back-up;
  - 1.4 Structural damage to the school building;
  - 1.5 Illness epidemic; and/or
  - 1.6 Other emergent situations.
  
2. At the commencement of the term, Principals shall communicate in writing the current procedures on emergency cancellations, and, where necessary, collect emergency contact/billet information.
  
3. In the event of an emergency school closure or early dismissal:
  - 3.1 The Principal will:
    - 3.1.1 Consult with the Director;
    - 3.1.2 Notify school personnel and other appropriate people of the decision to close the school or arrange for the early dismissal of students;
    - 3.1.3 In extreme emergency situations, exercise good judgment and decide and act on his/her own; and
    - 3.1.4 Ensure that all students are accounted for.
  - 3.2 The Director will:
    - 3.2.1 Arrange for the school bus drivers to be notified immediately; and
    - 3.2.2 Initiate the spread of information to the school community via the “fan out” information system, and to the larger community via television and radio stations.

Reference: Sections 85, 87, 108, 109, 175 Education Act