Northeastern Catholic District School Board

EMERGENCY SCHOOL CLOSURE

Administrative Procedure Number: APE036-1

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to having our Catholic schools open each day of the school year. The NCDSB recognizes however, that emergency situations may arise that will require temporary school closure or the early dismissal of students and staff. In all such cases, the NCDSB will consider the safety of students and staff and act accordingly.

REFERENCES

Education Act
NCDSB Policy
- E-35 Inclement Weather
- E-36 Emergency School Closure

NCDSB Administrative Procedure
- APE035 Inclement Weather
- APE036-2 Power and Water Outages in Schools

DEFINITIONS

Emergency School Closure
Partial or full day designated as an emergency due to the breakdown in essential services (such as hydro, heat and/or water) or other conditions whereby the safety of students and staff would be compromised. An emergency conditions designation may be given to an individual school, a group of schools, all schools and/or Board administrative building depending on the circumstances of the emergency.

PROCEDURES

1.0 EMERGENCY SCHOOL CLOSURE

1.1 Emergency school closure due to plant breakdown of essential services, unique conditions pertaining to a specific location, or any other conditions whereby the safety of students and staff would be compromised are decided by the Chief Executive Officer, in consultation with the Manager of Plant and/or appropriate supervisory officer.

1.2 In the event of a power outage, a water outage or loss of heat, the Principal shall contact the Superintendent of Education and/or the Manager of Plant to confirm the measures taken to maintain the operation of the school.

1.3 The Superintendent of Education and/or the Manager of Plant shall inform the Chief Executive Officer who in extreme cases, may make the decision to close schools with consideration to health and safety.

1.4 The Chief Executive Officer will inform the Board of Trustees and the Ministry of Education of any emergency school closures.

1.5 In the event of an Emergency School Closure, where transportation has been provided at the start of the day, buses will operate their normal schedules.

1.6 Principals may request early bus runs for special circumstances involving student safety by contacting the Chief Executive Officer who will then communicate with the Executive Director of the Student Transportation Consortium.

2.0 SCHOOL EMERGENCY PLAN

2.1 Every school must develop a School Emergency Plan to be used in emergency situations to the point where it becomes unsafe and impossible to send students home. The procedures in the School Emergency Plan will include, but are not limited to:

i) Alternate sites in the case of evacuation;
ii) Alternative accommodations for those students whose parents are not at home;
iii) Alternative accommodations for those students with special education needs who may be at risk due to the adverse weather;
iv) Names and telephone numbers of parents/guardians or of an alternate contact;
v) Names of staff members to remain at school in the event that students are stranded overnight (where possible Principals will give due consideration to personal circumstances in determining who will remain at school);
vi) Process to communicate School Emergency Plan with families early in the school year;
vii) Special arrangements for students/families with whom communication is difficult.

2.2 In the event that a school must implement a School Emergency Plan, the Principal and staff are responsible for supervising all students until the end of the regular school day or until arrangements for the supervision of students have been made in accordance with the School Emergency Plan.

2.3 The School Emergency Plan will be shared with staff at least two times annually.

2.4 The Manager of Plant, in conjunction with the Principal, is responsible for assigning all duties and assignments to custodial staff during emergency school closures. Under the supervision of the Principal, the custodial staff is required to:

i) Remain in the building until such time as the building is secured and cleared of all occupants (including child care centers, before/after school programs) when early school dismissal is necessary;

ii) Ensure the school premises are secured and free of any occupants during an emergency closure. At the discretion of the Manager of Plant, in consultation with the Principal, custodial staff members may be required to work their normal or extended hours during emergency closures.

3.0 RELATED FORMS AND DOCUMENTS

Nil.

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: March 2024