



Name of Policy:	Emergency closure policy
Applicable to:	Whole School
Effective date:	August 2019
Date of next review:	September 2021

Introduction:

The board of directors in consultation with the principal will take the decision to make an emergency closure when the state of the weather or any other exceptional circumstances make it absolutely necessary in the best interests of the students and staff.

However this decision will be supported by the latest and most accurate information available. The presumption should be in favour of keeping the school open unless, it would put the health, safety and welfare of pupils and/or staff at risk, & according to the risks the closure status will be as following:

1. Close entirely and cease operations.
2. Close while asking school management to report.
3. Close during operating hours while asking school management to remain and/or report.
4. Delay opening while asking school management to report.
5. Early release due to extreme adverse weather or other campus emergency.

School Status

Closed

This status may apply under unusual, extreme conditions. If the school is closed, employees are not to report to school. However, certain employees necessary to protect the school and maintain life safety systems may be asked to report to school. These employees will be notified in response to each specific emergency. An official closing announcement will be communicated via the school communications channels described in this policy to all parents.

Closed with school management reporting

This status may apply where severe weather conditions, security issues or other emergencies interfere with normal school operations. Classes will normally be cancelled. School management will be expected to report, unless told not to do so under certain circumstances, announcement will be communicated via the school communications channels described in this policy.

Closing during Normal Operating Hours

This status may apply where severe weather conditions, security issues or other emergencies interfere with normal operations after the workday has begun. An official closing announcement and time will be communicated to all parents and employees (employees first) via the school communications channels described in this policy. Classes will not be held after the closing time.

Delayed Opening

This status may apply when severe weather conditions interfere with employee travel but conditions are expected to improve. Classes will normally be cancelled during the time of the delayed opening with essential personnel expected to report. If conditions do not improve, a decision may be made later to close the school.

Early Release

This status may apply when severe weather conditions interfere with student or employee travel. Generally classes will not be cancelled, and some offices may need to continue to operate. As a result, some staff may be asked to remain, an official early release announcement and time will be communicated to all employees and parents via the school communications channels described in this policy. School management will be expected to remain until relieved or notified by the principal to leave.

Decisions to close the school

Decisions to close the school will be made by the board of directors, school principal, school management & HS&E committee according to any event that impact health & safety

Communication and Information Sources Concerning school Status

Reliable school status information is available through the following sources:

1. School e-mail system.
2. School Alerts – Tannoy system.
3. School SMS system.
4. School home web page and social media.

Safety

Irrespective of school status, employees must make individual decisions about whether to travel between home and the school or between school and home based on local conditions. Employees who cannot travel should notify their line managers as soon as possible, if communication is practical.