

## INCLEMENT WEATHER OR UNSAFE FACILITIES TEMPORARY SCHOOL CLOSURE

### Purpose:

To clarify procedures to follow in the event of the necessity to close the school

### Scope:

All Teaching Employees

### Policy:

Extreme conditions may occur requiring the closure of the school during normal operating hours. We will endeavor that such events do not endanger students or staff.

### Procedure:

In the possible event of extreme conditions that may make opening the school hazardous, the supervising administrator will notify the Board Chairperson as soon as the risk is apparent. The Board Chairperson will advise on what steps to take depending on the situation.

### Inclement Weather:

When weather conditions necessitate the closing of school or the cancellation of school bus service, announcements will be broadcast on radio stations CKNW 980AM, NEWS 1130AM, Radio India 1600AM and Shere Punjab Radio 1550AM beginning at 5:30 a.m.

All academic and religious employees who directly work with students are not expected to travel to work should the school be closed for inclement weather; however, they are expected to use the day to work on school related activities from home and report to the supervising administrator as to the nature and progress of such work.

All non – academic staff are expected to directly contact their supervisor for instructions in regards to their work schedule.

If the schools are closed due to a severe storm or other natural disaster, or this school must be closed due to building problems - for example: water damage, gas leak, fire damage, or other emergency, employees will not be expected to attend (unless called by the immediate supervisor) and will be contacted by one of the administrators prior to 6:30 a.m. to confirm this.