

Opaskwayak Educational Authority Inc. Emergency School Closure Policy

1/1/2015

Approved: May 19, 2015



**Emergency School Closure Policy
Hazardous Conditions
Extreme Weather Conditions**

1. The Opaskwayak Educational Authority Inc. (OEA) Board of Directors authorizes OEA Director of Education in consultations with the Principals of Joe A. Ross School and Oscar Lathlin Collegiate to close schools and bus routes, in the event of hazardous weather, or other emergencies, which present threats to the safety of students, school staff members, or school property.
2. The Board also recognizes that most emergency closings come under the three categories outlined below. General rules are given for each group.

a. CLOSING OF A BUILDING(S) DUE TO HAZARDOUS CONDITIONS WITHIN THE BUILDING:

- This type of emergency could require the evacuation of the building.
- In this case, the principal (or designate) will evacuate the building, and call the appropriate officials
 - RCMP 911 or 204 627-6242
 - OCN Fire Department 204 623-0557
 - Director of Education 204 627-7470
 - Buses 204 620-0236
 - Oscar Lathlin Collegiate 204 623-5259
 - Joe A. Ross School 204 623-4286
- Proper procedures for transportation and shelter will be instituted by OEA Director of Education working in conjunction with the Principal.
- File report and send copy to Director of Education.

b. CLOSING OF BUILDINGS BECAUSE OF HAZARDOUS CONDITIONS [WEATHER (INDOOR TEMPERATURE TOO LOW OR TOO HIGH), WATER-MAIN BREAK, AND POWER OUTAGE] WHICH DO NOT REQUIRE AN EVACUATION:

- In this instance, the decision to close will be made by the Director of Education, in consultation with the Principals and Operations & Maintenance Supervisor.
- OEA would then take the necessary steps to see that proper notice of school closure is given to the local radio stations.
- Transportation Supervisor who is in charge of student transportation is notified of required changes.

c. CLOSING OF SCHOOL DUE TO VERY SEVERE WEATHER CONDITIONS:

- The decision to close will be made by the Director of Education, in consultation with the Transportation Supervisor, and Principals.
- Administration will set in motion any required action such as notifying local radio stations.
- In all cases of school closure, all members of the Board of Directors will be notified at the earliest possible time of action taken.

d. CANCELLATION OF BUSES ONLY.

- OEA buses will not run at temperatures in excess of -45, as defined by Environment Canada (The Pas Airport).
- The decision as to whether to operate the buses for the whole day will be made at 7:30 a.m.
- Parents will be advised via media that attendance will be at their discretion.

3. PROCEDURES FOR SCHOOL CLOSURE

- a. The School Principals and Transportation Supervisor shall confer and make the decision as soon as possible.
- b. Every effort shall be made to give notice before 7:30 a.m.
- c. The announcement shall be through the CJAR Radio station,
- d. School Administration will inform parents through newsletters, school handbooks, websites, or other notices, about procedures relating to school closures especially those due to severe weather.
- e. All instructional programs, extracurricular activities, and examinations will be cancelled. Programs using school facilities, including evening programs, will be cancelled.
- f. School administration will submit a written report to OEA.

4. **EMPLOYEE ISSUES PERTAINING TO CLOSURE**

a. HAZARDOUS CONDITIONS WITHIN THE BUILDING:

- School staff are not required to work.
- Operations and Maintenance, Principals and designated employees may be required to stay to maintain and/or give access to the building.

b. WATER-MAIN BREAK, AND POWER OUTAGE:

- Employees of the schools with the exception of Operations and Maintenance will not be required to work.
- Employees, if sent home, shall receive their full salary for the day.
- Those staff members scheduled to work, such as substitutes, if sent home prior to completing 4 hours will be awarded only 4 hours wage.

c. SEVERE WEATHER CONDITIONS:

- Staff is required to be at school.
- It is advantageous to have employees at the school to maintain access to the building.
- School administration shall have a plan to accommodate students beyond the school day when the students are unable to return home.

d. BUS ROUTE CHANGES:

- Transportation Supervisor shall notify school administration to contact parents of those students whose bus route has been changed.
- In the event of a closure in the bus route, the bus driver scheduled for that route will be paid for that shift.