

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 131 – Emergency School Cancellation	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87, 175</i>	
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Background

The Director or designate 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 / pandemic
 - 1.6 Gas leak; and/or
 - 1.7 Other emergent situations.

2. The Principal shall ensure annually that parental and emergency contact information is up-to-date for office use only.

3. In the event of an evacuation:
 - 3.1 The Principal will:
 - 3.1.1 Consult with the Director or Designate
 - 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 Ensure that all students are accounted for and released into parental care or with parental permission.
- 3.1.4 Ensure that the release of students is appropriately recorded by the school staff.
- 3.2 The Director or designate will:
 - 3.2.1 Arrange for the school bus drivers to be notified immediately; and
 - 3.2.2 Initiate communication to the school community and to the larger community via television and radio stations.