



# EMERGENCIES

## EMERGENCY CLOSURES 1005

### Rationale

Unusual circumstances or conditions may necessitate emergency school closures to protect the health and safety of students and staff.

### Policy

The Catholic Independent Schools, Diocese of Victoria, shall remain open except where conditions pose a threat to the health, welfare or safety of students and/or staff.

### Regulation

1. The Island Catholic Schools authorizes the school principal, or in the principal's absence his/her designate, to close one or more schools when conditions constitute a hazard to the safety of students and staff. The Principal will notify the Superintendent prior to a school being closed.
2. The principal, or designate, is responsible for ensuring that designated radio stations and affected school principals are notified regarding emergency closures.
3. If students are to be dismissed early because of emergency conditions, principals are responsible for ensuring that elementary and high school parents, guardians and designated adults as specified on school registration forms are notified.
4. The Principal shall notify the Superintendent of his/her intent to close a school prior to doing so.
5. The Superintendent shall report to the Board of Directors at the next regular meeting why a school was closed.
6. When schools are closed for reasons other than the existence of conditions that present a hazard to the safety of staff, staff shall be expected to work regular hours unless excused by the principal.

Reference:	Approved
	Date Approved: November 2001
Cross-reference:	Date(s) Revised: