# ADMINISTRATIVE PROCEDURE 470 EMERGENCY CLOSURE

## Purpose

The purpose of this procedure is to provide guidelines with respect to the emergency closure of Chilliwack School District ("District") schools or facilities because of inclement weather or other emergencies. While service to students and parents is a priority and schools will be kept open as much as is reasonably possible, the District recognizes its obligation to consider student and staff safety when determining if an emergency closure is required. In such circumstances, decisions on the opening or closure of District facilities are made by the Superintendent of Schools in consultation with management and supervisory staff who will advise on the general condition of buildings and accessibility to sites.

## Procedure

Should it become necessary to close a school or district facility because of inclement weather or other emergency, the Superintendent may order the closing of any or all schools or facilities so affected in accordance with the following procedures:

### 1. Activities Outside of Regular Instructional or Facility Hours

1.1. Schools or facilities closed during normal hours of operation will also be closed for all activities outside of these hours on the day of closure.

### 2. Closure of All School and Facilities for Students and Employees

2.1. If all schools and district facilities are closed for both students and employees, the announcement will be reported after 6:00 a.m. or as soon as practical.

2.2. The District will provide an announcement to local media and update the District website. Families who are subscribed will be notified via School Messenger. The District will continue to share up-to-date information for the duration of the closure.

2.3. The Superintendent will put into effect an appropriate employee communication plan.

2.4. Employees designated by the Superintendent for emergency services will be expected to report to work.

### 3. Closure of All or Some Schools for Students Only

3.1. If all or some schools are closed for students only, the announcement will be reported after 6:00 a.m. or as soon as practical.

3.2. The District will provide an announcement to the local media and update the District website. Families who are subscribed will be notified via School Messenger. The District will continue to share up-to-date information for the duration of the closure.

3.3. The Superintendent will put into effect an appropriate employee communication plan.

3.4. Every reasonable attempt will be made by employees to attend their normal work locations. Employees unable to attend will contact their immediate supervisor for direction.

**4. Closure of Some Schools or Facilities for Student and Employees**

4.1. If some but not all schools or facilities are closed to students and employees, the announcement will be reported after 6:00 a.m. or as soon as practical.

4.2. The District will provide an announcement to local media and update the District website. Families who are subscribed will be notified via School Messenger. The District will continue to share up-to-date information for the duration of the closure.

4.3. The Superintendent will put into effect an appropriate employee communication plan.

4.4. Employees may not be expected to report to the closed facility but may be reassigned to other open facilities. Employees' supervisors will provide appropriate direction.

**5. Closure of Roads**

5.1. If appropriate authorities close a road or local conditions make travel unsafe or impossible between an employee's residence and normal work site, it is the employee's responsibility to contact their immediate supervisor, or, if the immediate supervisor is unavailable, Human Resources, to indicate their absence.

**6. Schools Open For Students But No Bus Transportation Provided**

6.1. If some or all schools remain open to students, but bus transportation will not be provided, the announcement will be reported after 6:00 a.m. or as soon as practical.

6.2. The District will provide an announcement to local media and update the District website. Families who are subscribed will be notified via School Messenger.

6.3. Employees are expected to report to their normal work locations.

**7. Employee Procedures**

7.1. Where a school or site remains open to employees but the appropriate authorities close roads and make it impossible for an employee to attend their normal work site or an alternate site designated by a supervisor, that employee will be paid as if they worked their regular day.

7.2. In accordance with the collective agreements, and no road closure by appropriate authorities, all employees are expected to be in attendance when a school or site is closed for students only.

7.3. If an employee does not attend work under subsection 7.2, they will be considered to be on personal leave without pay and are expected to report their absence to their immediate supervisor.

7.4. Regular and contract employees, and casual employees who have accepted and commenced a pre-booked assignment or placement extending beyond a day-to-day casual callout, are not required by the Board to report to work on any day the Superintendent closes a facility.

- These employees will be paid as if they had worked their regular day.
- Please note that casuals who accept work either the evening before or the morning of closure are not included.

7.5. Regular and contract employees required by the Board to work for emergency reasons when all other employees are not required to work (during closures) will be provided at the discretion of the Board, time in lieu of, or paid double time for the time worked at the discretion of the Board.

- **Emergency designated staff are expected to be at the school 30 minutes prior to normal assembly time and remain for a minimum of 30 minutes. Non-school based Emergency designate staff will report to their regular site.**

7.6. General employee provisions:

- Casual employees required by the Board to work will be paid their regular rate of pay for hours worked. Casual employees working in a pre-booked assignment or placement extending beyond a day-to-day casual callout who are required to work during a closure shall also receive the closure-day benefit provided under subsection 7.5.
- School principals or their designate and management staff who have been identified by the superintendent as essential, to ensure student and employee safety and building security, are expected to report for work. No additional pay will be provided for these employees.
- Vacation requests by employees on any day of closure that requires employees to be at work will only be honoured if the employee had previously arranged, with the approval of the employee's supervisor, such vacation time.