

| PROCEDURE 155 | |
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| Adopted | November 21, 2000 |
| Last Revised | August 2020 |
| Review Date | December 2023 |

INCLEMENT WEATHER AND SHUT DOWN OF BUILDING/SCHOOL

1) PURPOSE

Hastings and Prince Edward District School Board (HPEDSB) is committed to the safety and well-being of all students and employees. It is the responsibility of the director of education to make decisions with respect to the early and/or temporary shut down of schools and HPEDSB buildings.

2) DEFINITIONS

Inclement Weather— Inclement weather is a severe weather condition such as high winds, tornado, rainstorms, high volume snow storms, extended freezing rain event, or flooding conditions. Inclement weather may be isolated to some regions of the district and may or may not result in bus cancellations.

Facility Failure—A facility failure is a failure of a major building component such as heating system, electrical service, water supply, communication system, sewer backup or building envelope (roofs, walls, windows, etc.) where the failure may not be corrected within four hours.

Pandemic Declaration – A Pandemic may be officially declared by provincial government and with guidance of public health officials. The result may be a full district closure of all HPEDSB schools; or depending on virus outbreak, individual schools. Under such circumstances, there may be occasion for schools deemed to be open and operational, but where staff are not able to report to work due to personal illness, and/or health and safety concerns. In such rare cases, the decision to close schools will be determined on the ability of the Board to responsibly supervise students and ensure staff and student safety.

3) INCLEMENT WEATHER MONITORING

- a) All supervisory personnel are to be aware of the need to pay careful attention to potentially inclement weather conditions.
- b) A weather watch may be initiated when inclement weather conditions are forecast.
- c) Tri-Board Student Transportation Services (Tri-Board) will monitor weather services for the latest information such as severity of the inclement weather event and expected time of arrival.
- d) The principal or designate may monitor local weather conditions and contact Tri-Board regarding the status of buses.

4) BUS CANCELLATIONS DUE TO PANDEMIC DECLARATION

- a) Upon notification, Tri-Board Student Transportation will suspend transportation, post notification of the cancelation and resume transportation when notified by HPEDSB.
- b) The decision to close a school will be determined on the ability of the Board to responsibly supervise students and ensure staff and student safety and will be made collaboratively by the Principal, the School Superintendent, the HR Superintendent and the Director of Education.

5) BUS CANCELLATIONS DUE TO INCLEMENT WEATHER

- a) The decision to operate buses or not in inclement weather conditions is the responsibility of the bus operator (who can observe the local conditions) in conjunction with Tri-Board.
- b) If the decision is made not to run, the operator, in consultation with Tri-Board, will inform the appropriate radio stations. Area wide cancellations are communicated to the media by Tri-Board.
- c) **Afternoon process**
 - i) When a bus does not travel a route in the morning due to **ice or snow conditions**, it will not do so in the afternoon.
 - ii) When a bus does not travel in the morning due to **fog**, and the fog clears during the day, that bus shall pick up students at the school in the afternoon for the journey home.

6) EARLY DEPARTURE DUE TO INCLEMENT WEATHER OR FACILITY FAILURE

- a) If conditions warrant, following consultation with appropriate employees, the director or designate may send students home early. The decision may involve the entire district, parts of the district or a specific school.
- b) If local inclement weather conditions or a facility failure warrant sending a specific school's students home, the principal will contact the appropriate superintendent for permission to dismiss students.
- c) For bused students, a minimum elapsed time of 1 ½ hours is necessary between the decision to send the buses and the departure of the first bus (because of notification of operators, drivers and integration of routes).
- d) It may be necessary to dismiss bused students early, while students living within walking distance may be required to remain at the school.
- e) Unless it has been determined that travel by foot is not safe, elementary schools should send non-bused students home at lunch break or at normal school closing time only.
- f) In the case of elementary school students, principals must be completely satisfied that there will be someone at home watching for the students when they are dismissed.

7) RESPONSIBILITIES OF EMPLOYEES

- a) It is expected that employees will arrive at their work site and remain there until the end of their regularly scheduled shift unless a shut down has been declared.
- b) Employees are responsible for their own safety when traveling from home to their work site during inclement weather. In the event that safe travel is compromised by inclement weather, an employee should inform their immediate supervisor of their status.
- c) Differentiated decision-making by employees' immediate supervisors is necessary to deal with individual exceptional cases of requests by employees to arrive late or leave early, based on safety and distance to be travelled. If approval is given for an inclement weather absence, the lost hours of work will not be deducted from the employee's pay or sick leave credits.
- d) In times of pandemic it is the responsibility of each employee to give verbal notification to their immediate supervisor and within a reasonable amount of time before their scheduled time of reporting to work if they are unable to report to work.
- e) Supervisors are responsible for consulting the appropriate Collective Agreement for information with regard to absence coding. Related Collective Agreements are:
 - i) Canadian Union of Public Employees, Local 1022 (CUPE)
 - ii) Elementary Teachers' Federation of Ontario, Hastings-Prince Edward (ETFO)
 - iii) Elementary Teachers' Federation of Ontario – Hastings-Prince Edward Occasional Teachers Local (HAPE-OTL)
 - iv) OSSTF – Professional Student Services Personnel (PSSP)
 - v) Ontario Secondary School Teachers' Federation, District 29 (OSSTF)
 - vi) Information and Benefits Booklet for the Administrative Support Group (ASG)

- f) **Early release of employees**
In some circumstances where safety is a major concern, it may be advisable to release employees early. It may be necessary for some employees to remain on site until all students have been safely dispatched home. These decisions shall be made in consultation with the school group superintendent.
 - g) **Alternate work site**
In some circumstances an employee may report to an alternate work site. This arrangement may only occur with the prior consent of the supervisors and in consultation with the employee. These arrangements shall be discussed with employees at the beginning of each school year.
- 8) **SHUT DOWN OF BUILDING/SCHOOL**
- a) Facility failures may occur that require a building or school to shut down or limit occupation. In consultation with the Facility Services department and the school group superintendent, the principal will decide the best course of action to ensure the safety of students and employees.
 - b) In the event of a shutdown of a site(s) by the director of education or designate as a result of a facility failure, inclement weather or other circumstances, those employees who are notified by their supervisor not to report to work and those employees directed by their supervisor not to remain at work, will not have their pay or sick leave plan reduced by the number of hours absent from work.
 - c) Schools and departments will establish a “call tree” to notify employees in the event of a school or district-wide shut down. Each school and department will maintain an up-to-date list of employees’ home telephone numbers in the event that a shutdown decision is made outside of normal business hours. Individuals responsible for initiating the “call tree” will need to keep a copy of the call list available for use after normal business hours. The “call tree” should include designated alternative personnel to follow through with the notification procedure in the event of absence of the primary person
 - d) **Custodian responsibilities**
In the event of a shut down, custodians are expected to ensure that the building is secure and is ready for the next work day. The custodian in charge must report the closing to their immediate supervisor (or on-call supervisor) in the Facility Services department so that others, including late shift personnel, and community use permit holders can be notified.
- 9) **EMERGENCY PLANS**
- It may be necessary to implement emergency plan procedure if conditions warrant due to inclement weather or facility failure.
- a) **Retention of students**
Each school shall have an emergency plan in place in the event that severe weather conditions make it not possible or safe to send students home.
 - b) **Designated building monitor**
School emergency plans shall include the designation of a person who lives within the vicinity of the school to monitor the building in the case of arrival of students, employees or the public who are either unaware of the shut down, or are seeking refuge from inclement weather. The person may be assigned a set of keys and security system codes as outlined in Administrative Procedure 537: Keys and Security Systems. The designate will be any approved employee of HPEDSB, such as the principal, custodian or teacher.
- 10) **COMMUNITY USE**
- In the event of a shut down, in-school childcare providers will be contacted by the principal of the school. External permit holders using or scheduled to use the affected building(s), will be contacted on a priority basis by the Community Use of Schools Liaison.

Legal references

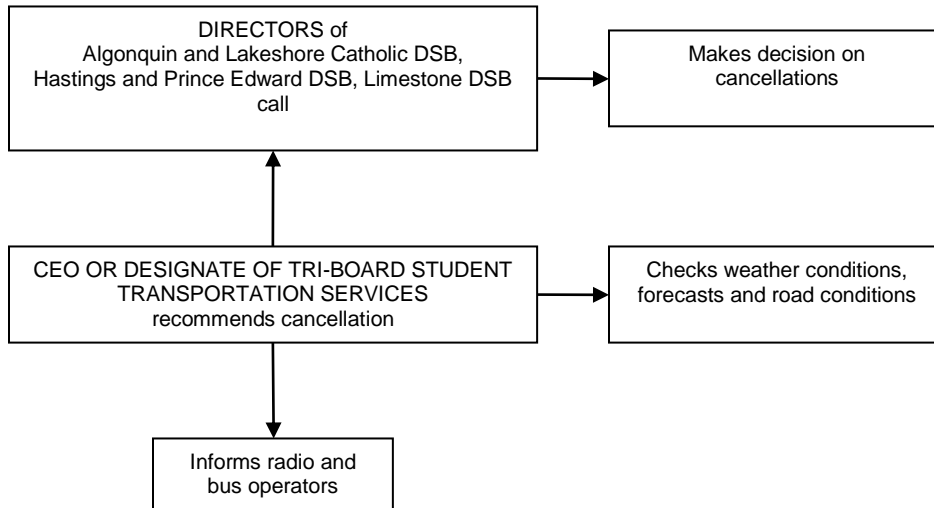
Education Act, section 265 Duties of Principal; section 285 Duties of Supervisory Officers

District references

- Administrative Procedure 153: Emergency Response
- Administrative Procedure 537: Keys and Security Systems
- Administrative Procedure 540: Community Use of Schools
- Administrative Procedure 590: Transportation of Students

CONDITION I

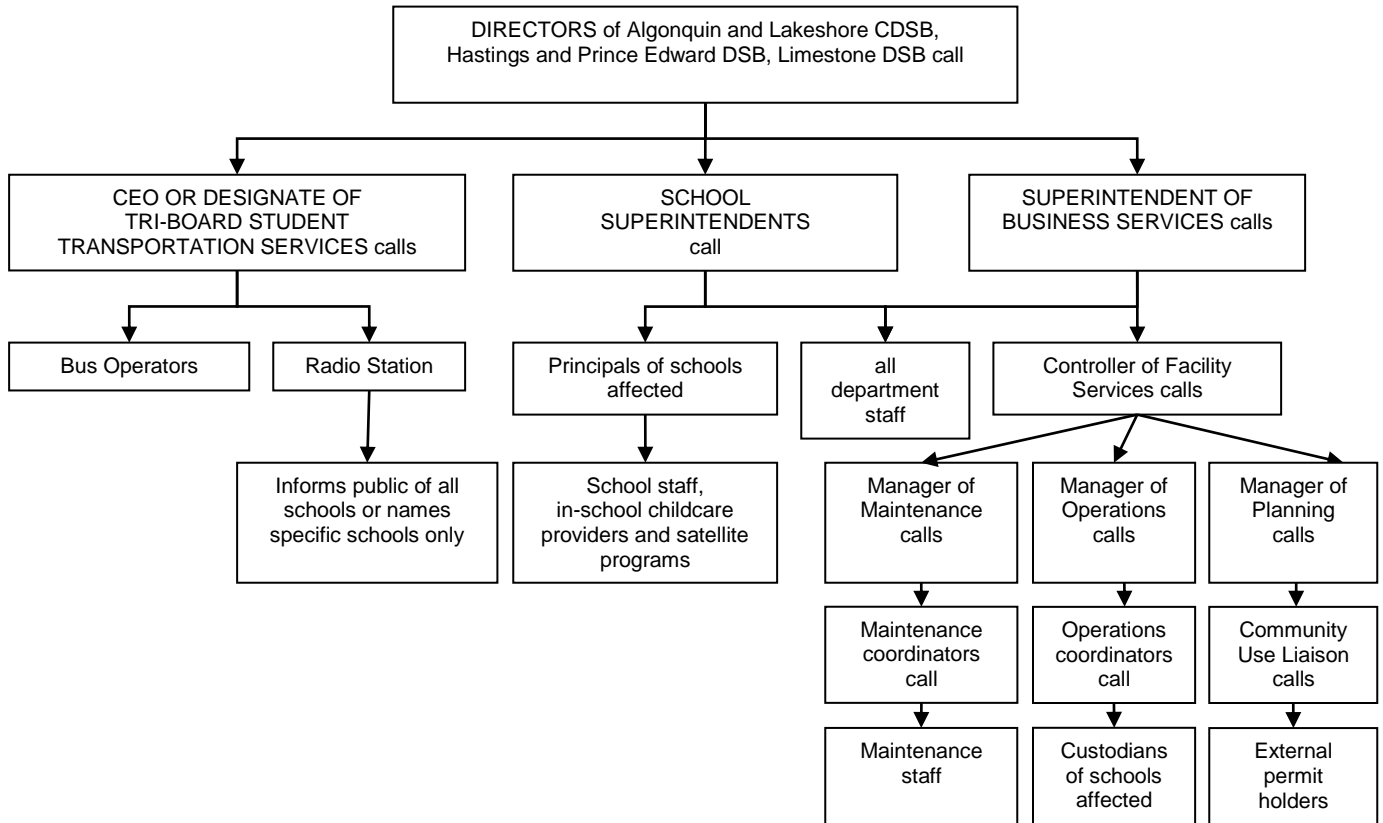
**Procedures for cancellation of all bus routes prior to 6:00 a.m.
Buses are on the road as early as 6:00 a.m. in some cases.**



IN ABSENCE OF DIRECTOR: Decision to close will be made by superintendent of business services. IF ABSENT, by designated superintendent.

CONDITION II

**Complete shut down of some or all schools / buildings prior to 6:00 a.m.
Buses are on the road as early as 6:00 a.m. in some cases
This condition may apply to inclement weather or facility failures.**



IN ABSENCE OF DIRECTOR: Decision to close will be made by superintendent of business services. **IF ABSENT,** by designated superintendent.

CONDITION III

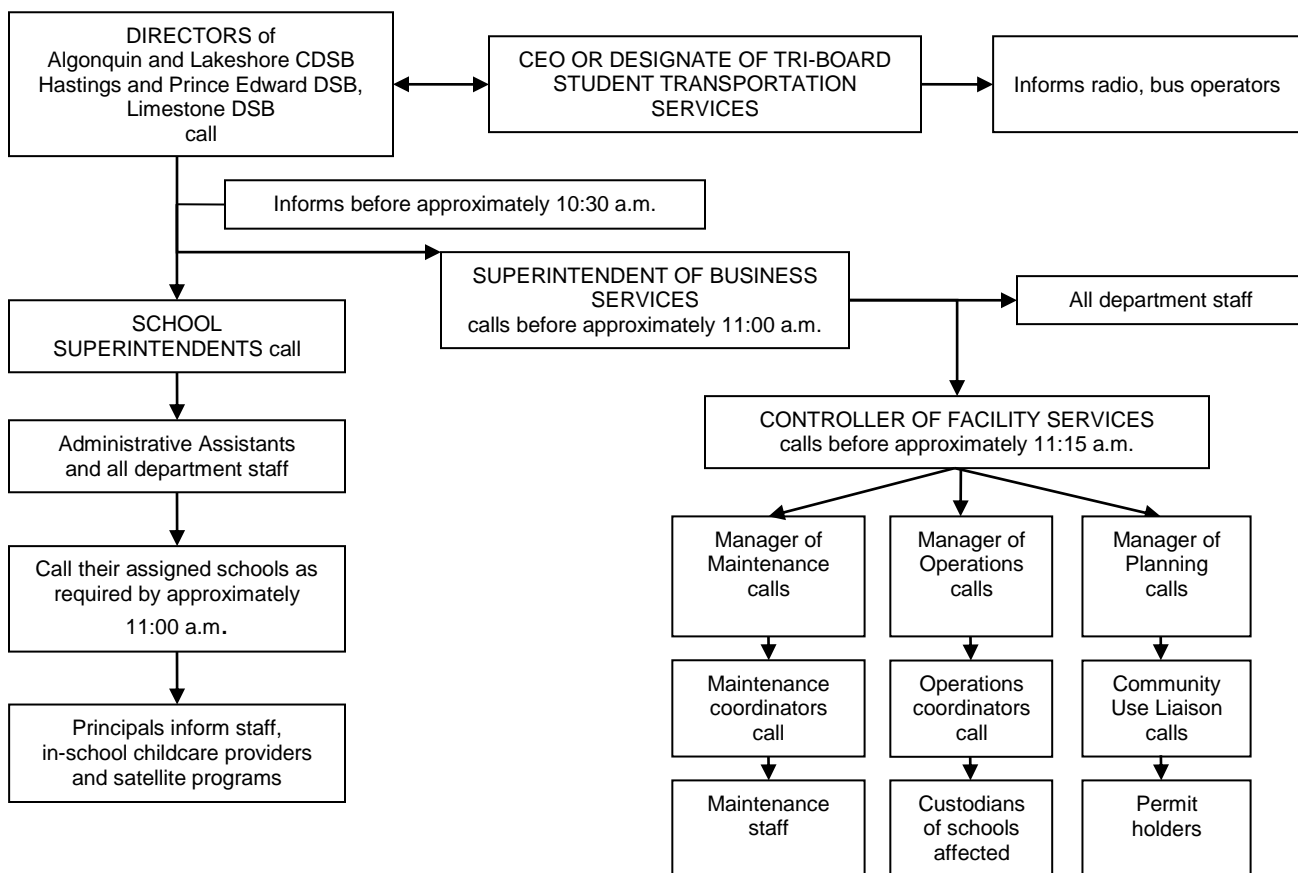
Complete shut down of some or all schools / buildings after 7:00 a.m.

Inclement weather conditions are monitored by the CEO of Tri-Board Student Transportation Services. If deemed necessary they will initiate a telephone conference call NO LATER THAN 10:15 a.m. with the director of education, superintendent of business services, controller of facility services and available superintendents. This condition may also be applied to facility failures.

If, as a result of this meeting, the director decides that all or some schools will be shut down, the procedures below will be followed:

- NOTE: - The earliest bus departure feasible is 1:00 p.m.
 - Revised departure times should be communicated in terms of hours/minutes earlier than normal departure times.
 - All parties involved shall be aware of Administrative Procedure 155, sections 3, 5, and particularly the note at the end.

PROCEDURE FOR ALL HASTINGS AND PRINCE EDWARD SCHOOLS AND BUILDINGS



NOTE: PRINCIPALS MAY ON OCCASION FIND IT NECESSARY TO ALERT THE CEO OF TRI-BOARD STUDENT TRANSPORTATION SERVICES AND/OR DIRECTOR OF EDUCATION TO DETERIORATING WEATHER CONDITIONS. IF A DECISION FOR SCHOOL SHUT DOWN IS REACHED, THE ABOVE PROCEDURES WILL TAKE EFFECT.

IN ABSENCE OF DIRECTOR: Decision to close will be made by superintendent of business services. IF ABSENT, by designated superintendent

CONDITION IV

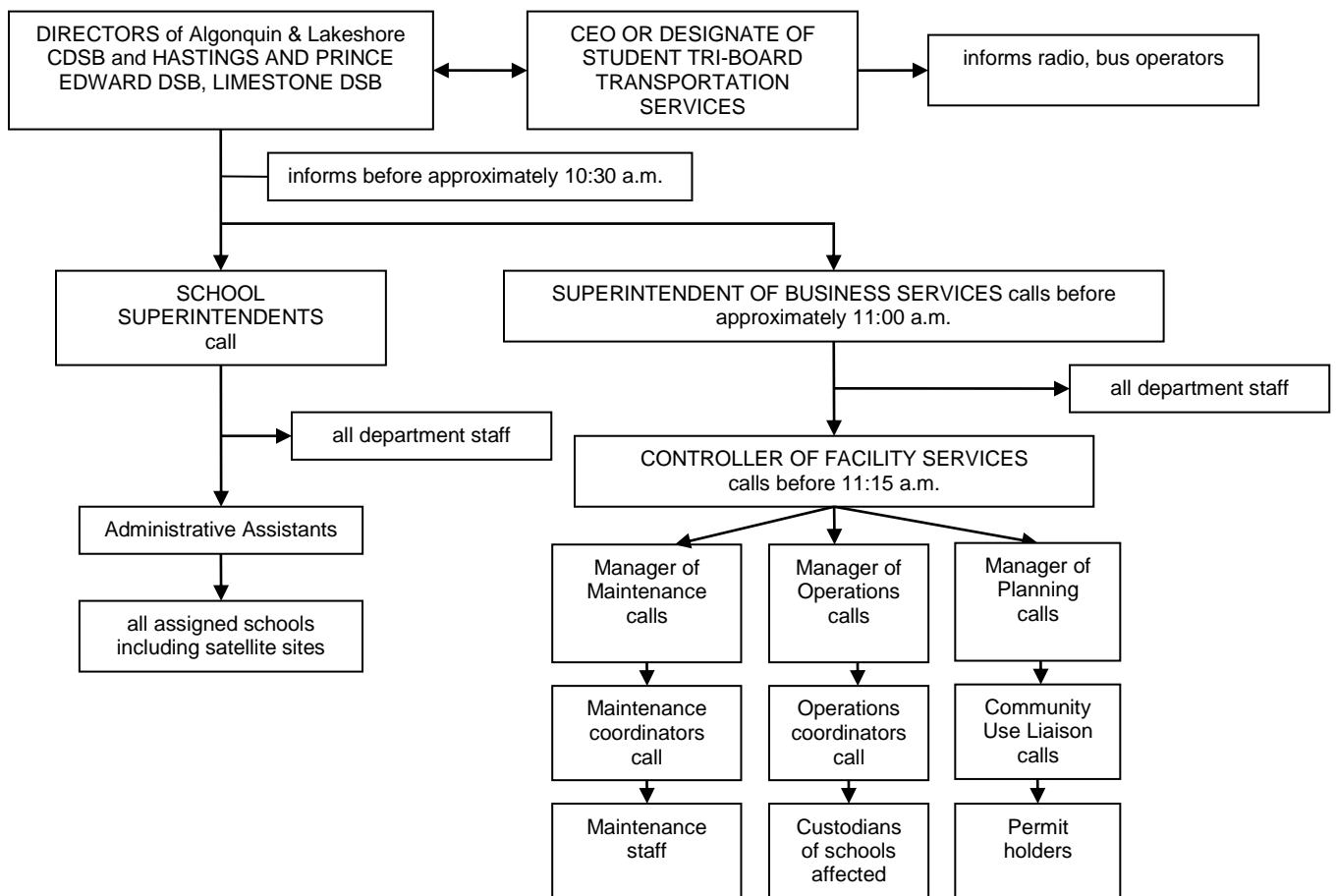
Early bus departures from some or all schools

Deteriorating inclement weather conditions are monitored by the CEO of Tri-Board Student Transportation Services. If deemed necessary they will initiate a conference call NO LATER THAN 10:15 a.m. with the director, superintendent of business services, controller of facility services and available superintendents. This condition may also apply to facility failures.

If, as a result of this meeting, the director decides that all or some buses will depart early, the procedures below will be followed:

- NOTE:
- The earliest bus departure feasible is 1:00 p.m.
 - Revised departure times should be communicated in terms of hours/minutes earlier than normal departure times.
 - CEO of Tri-Board Student Transportation Services will notify radio station of early departure of bussed students after 11:00 a.m.
 - It may be safer to retain students than to transport students on unsafe roads.

PROCEDURE FOR ALL HASTINGS AND PRINCE EDWARD SCHOOLS AND BUILDINGS



NOTE: PRINCIPALS MAY ON OCCASION FIND IT NECESSARY TO ALERT THE CEO OF TRI-BOARD TRANSPORTATION AND/OR DIRECTOR OF EDUCATION TO DETERIORATING WEATHER CONDITIONS. IF A DECISION FOR EARLY BUS DEPARTURE IS REACHED, THE ABOVE PROCEDURES WILL TAKE EFFECT.

IN ABSENCE OF DIRECTOR: Decision to close will be made by superintendent of business services. IF ABSENT, by designated superintendent.