
 Commission scolaire English-Montréal English Montreal School Board		
POLICY:	EMERGENCY SHUT-DOWN OF SCHOOLS AND/OR ADMINISTRATION BUILDING AND/OR SATELLITE OFFICES	CODE: DG-13
Origin:	General Directorate	
Authority:	Resolution #89-10-25-7.1	
Reference(s):		

TOTAL OR PARTIAL SHUT-DOWN OF SYSTEM

1. If it is deemed necessary to have a total or partial shut-down of the system (schools and/or Administration Building and/or satellite offices) due to inclement weather, adverse road conditions, power failure or other emergency conditions, this decision shall be made by the Director General in consultation with the Deputy Director General by 6 a.m. of the day in question.
2. Notification of shut-down shall be given to the local radio stations for public announcement shortly thereafter.
3. If the media is not informed by 6:30 a.m., it shall be assumed that the system will remain open for the school day.

EARLY DISMISSAL DUE TO INCLEMENT WEATHER, MECHANICAL OR ELECTRICAL BREAKDOWN OF ESSENTIAL FACILITIES OR EQUIPMENT, POWER FAILURE OR OTHER CONDITIONS

1. Early dismissal of employees in the Administration Building and its satellite offices shall be determined by the Director General in consultation with the Director of Buildings & Grounds and the department head concerned, if applicable.
2. Early dismissal of students and staff in the schools shall be determined by the Regional Director (or a Senior Officer) in consultation with the Principal(s) concerned.

		Commission scolaire English-Montréal English Montreal School Board
PROCEDURE:	CLOSING OF SCHOOLS DUE TO INCLEMENT WEATHER OR AN EMERGENCY	CODE: DG-13.P1
Origin:	General Directorate	
Reference(s):	Resolution #89-10-25-7.1	

PURPOSE

To provide the procedures for the closing of schools¹ due to inclement weather or an emergency shut-down.

PROCEDURES

Closure Before School Day

1. The decision to close schools before the start of the school day shall be made prior to 6:00 a.m. by the Director General in consultation with the Deputy Director General.
2. By 6:00 a.m., the Deputy Director General shall inform the Transportation Department and instruct the Communications and Marketing Specialist to notify the media that the system is closed.
3. The school closures shall be announced on the following radio stations: CKAC, CJMS, CKVL, CKOI, CKLM, CBF, Radio Cité FM, 107.3 (French); 940 News (formerly CFCF), CFQR, CJAD, CJFM, CBC, CHOM (English).
4. The time of the announcement by the media shall be made by 7:00 a.m.; however, it is understood that the announcement time is the responsibility of the media and is thus beyond the control of the Board.
5. When the media is not informed by 6:30 a.m., the system shall remain open for the school day.

¹ The term "school" refers to schools of the regular sector, the outreach sector, the social affairs sector and the adult and vocational education sector.

Closure During the School Day

1. Schools or a school shall be closed during school hours only when an emergency situation arises.
2. The decision to close schools or a school during school hours shall be made by the Regional Director or a Senior Officer in consultation with the Principal(s).
3. The media shall be notified by the Communications and Marketing Specialist about school closures or a school closure during the school day, after the decision is made by the Regional Director or a Senior Officer in consultation with the Principal(s), and after the Transportation Department is informed by the Regional Director or a Senior Officer.

Evacuation

When a catastrophe such as a fire or explosion occurs and the normal shut-down procedures outlined above cannot apply, schools shall put into effect an emergency dismissal or evacuation procedure which has been worked out at the local level. These procedures shall be established at the beginning of each school year and shall be forwarded to the Regional Office.

School Administration


1. Emergency procedures shall be set up at the beginning of the school year and shall include the following:
 - a. Two emergency telephone numbers per child, if possible, are to be obtained.
 - b. The parent or guardian shall be asked to identify a place close to the child's home where the child can go should the parent not be at home.
 - c. A volunteer telephone chain is to be organized, if possible, in order to attempt to notify the parents of the closing of the school. In this connection, principals shall encourage school committees to set up telephone chains.
 - d. The school shall have a nearby location such as another school, a church, a shopping centre, etc. to which the children can be taken should an emergency evacuation be necessary.
 - e. Procedures for the staff are to be organized. These procedures are in conformity with Article 5.11.04(b) from the agreement between the School Board and the Montreal Teachers' Association which states:

'The requirement of a teacher reporting to or remaining at the school shall be waived only if one or other of the following conditions apply:

- i. closure of the school to pupils by the School Board owing to inclement weather or for reasons which cause the building to be unfit for normal use. It shall be the teacher's responsibility to assure himself/herself of the fact that the school has been declared closed by the School Board;
 - ii. closure of the school to pupils by the school administration owing to inclement weather or for reasons which cause the building to be unfit for normal use when the pupils are present in the school. In this case, teachers shall remain on duty until the dismissal of the pupils has been completed to the satisfaction of the school administration.'
2. The emergency procedures along with an Emergency School Closing Information Form shall be sent to the parents or guardians in September. The signed information shall be returned to the school.
3. The Emergency School Closing Information Form shall be sent again to the parents or guardians in January.
4. When emergency procedures for a child cannot be followed, then the child shall remain at the school until alternative arrangements can be made for the child's care.

Parents or Guardians

1. Parents or guardians shall provide the requested information.
2. Parents or guardians shall immediately inform the school in writing when there is any change in requested information.
3. Parents or guardians shall tell their children what emergency arrangements have been made for them.

 Commission scolaire English-Montréal English Montreal School Board		
PROCEDURE:	CLOSING OF ADMINISTRATIVE BUILDING AND SATELLITE OFFICES DUE TO INCLEMENT WEATHER OR AN EMERGENCY	CODE: DG-13.P2
Origin:	Buildings and Grounds	
Reference(s):	Resolution #90-11-28-7	

PURPOSE

To provide procedures for the closing of the Administration Building and the administrative satellite buildings due to inclement weather or an emergency shut down.

N.B. The administrative satellite buildings referred to are Royal Vale High School, which houses the Microcomputer and Audiovisual Repair Services (MARS) and Wagar High School, which houses Media Services.

PROCEDURES

1. Closure Before Work Day

- a. The decision to close the Administration Building and its satellite offices before the start of the working day shall be made prior to 6 a.m. by the Director General in consultation with the Deputy Director General.
- b. Closures are to be announced on the major French and English radio stations no later than 6:30 a.m. However, it is understood that the announcement time is the responsibility of the media and is thus beyond the control of the Board.
- c. If an announcement is made that the building is closed prior to the beginning of the work day, employees will not be expected to report to work. If they choose to do so, it is with the understanding that they will receive no additional compensation and that caretaking services will not be available.
- d. If an announcement is made that the building is closed and employees have already arrived at work, they will be expected to vacate the premises. Those employees who choose to remain do so on the understanding that they will receive no additional compensation and that caretaking services will not be available.

- e. If an announcement is made that the building is closed and the caretaking staff has already opened the building, they shall be expected to secure it one-half hour after the announcement. The caretaking staff shall remain on duty until dismissed by the Director General or the Director General's delegate.

2. Closure During Work Day

- a. If an announcement is made that the building is to be closed during the course of the work day due to a non-life-threatening emergency (e.g. power failure, heating failure, inclement weather), employees shall be expected to vacate the premises. Employees who remain do so with the understanding that they will receive no additional compensation and that caretaking services will not be available.
- b. One-half hour after the announcement of closure, the caretaking staff shall secure the building. The caretaking staff shall remain on duty until dismissed by the Director General or the Director General's delegate.
- c. An announcement of closure shall be made by the Director General through department heads and managers who shall ensure that all members of their staffs are informed.
- d. If the fire-alarm rings at any time, employees should assume that it is a life-threatening situation and shall vacate the premises using established emergency evacuation procedures. A decision as to whether employees may re-enter the building after such an evacuation shall be made by the Director General.

N.B. These procedures shall apply to all satellite operations housed in schools with the understanding that, in the event of life-threatening emergencies, or practice exercises to cope with such emergencies, the emergency procedures developed at the local level shall apply to users of such buildings.

3. Evening Activities

Any evening activities scheduled for the Administration Building or its satellite offices shall automatically be cancelled if the building is closed before or during the work day.