

SCHOOL EXTREME WEATHER CLOSURE PLAN

School _____

In the event of a school closure due to extreme weather conditions, each school is required to have a core group of staff in attendance to ensure student safety, monitor conditions, and report to the district. The needs at each level are as follows:

Level	Minimum Number of Staff
Elementary	2
Middle	3
Secondary	5

Core Staff Group during school closure due to extreme weather conditions:

Name	Title	Contact Number
1.	Principal	
2.	AM Caretaker	
3.		
4.		
5.		
Alternate		
Alternate		

Responsibilities:

1. Arrive at school as early as possible.
2. Determine the number of students in attendance.
3. Provide for the safety of all students that remain in attendance.
4. Assess the school conditions.
5. Report conditions to assistant superintendent (604-939-9201) or cell phone from fanout) and Assistant Director of Operations (604-941-5643).
6. Monitor throughout the day and report as necessary.
7. Wherever possible remain at the school site at least until normal school dismissal time.

PLEASE SUBMIT THIS FORM TO:
099-assistantsuperintendentsecretary@sd43.bc.ca BY OCTOBER 15.