

EASTERN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

SUBJECT: **Early Closure/Safe Evacuation**

EFFECTIVE DATE: **September 15, 2011**

REVIEW DATE:

SUPERSEDES: May 11, 2006

CROSS REFERENCE: Policy EBCF – Early Closure/Safe Evacuation

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The Eastern School Board District recognizes that it has a responsibility to ensure the safe evacuation of students from schools when schools close early due to inclement weather and/or other exceptional circumstances.

- A. All schools in the Eastern School District including alternate schools operated on alternate school sites, shall develop and implement early closure procedures as follows:
1. For schools containing grades kindergarten to 6 inclusive, the plan shall include:
 - (i) A signed information form, ESD Early Closure Form.
 - (ii) Schools must ensure, in addition to following the Early Closure/Safe Evacuation Policy and Regulations, that all other relevant Eastern School Board Policies and Regulations are understood and followed.
 - (iii) A communication plan must be developed and implemented to ensure that all school staff, parents/ guardians, students or anyone else shown on the information form as being an approved contact or emergency destination for the student, are aware of the school's early closure procedures.
 - (iv) The early closure procedures must be developed yearly by the school and submitted to the Superintendent or designate for approval by September 30 each year. A plan must be in place by October 15 each year. The new plan cannot be implemented until it is approved by the Superintendent or designate and until the new plan is implemented, the plan for the prior school year remains in effect.
 2. For schools with students in grades 7 to 9 inclusive, the plan shall be developed as follows:
 - (i) with the exception of Regulation A.1.(i) all other regulations apply.

3. For schools containing grades 10-12 inclusive, the plan shall be developed as follows:
 - (i) with the exception of Regulation A.1.(i) all other regulations apply.
4. For consolidated schools. appropriate plans in accordance with these regulations must be developed for students in the grade groupings.
5. In every circumstance, the “responsible parent” criteria will be applied to decisions involving this policy and regulation.

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