

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 800– Facilities and Transportation

**POLICY 806: SCHOOL CLOSURE OR EVACUATION UNDER EMERGENCY  
OR UNUSUAL CONDITIONS**

**BACKGROUND**

Situations may arise when schools may need to be closed or evacuated for the protection of students and staff.

**POLICY**

Schools will remain open during regular school hours except when the safety of students, staff, and others are at risk. Severe weather conditions, the breakdown of service facilities, or natural, civil, or military emergencies may require the closing or evacuation of schools.

**GUIDELINES**

1. The Superintendent or designate will be responsible for making the decision regarding Division-wide school closures.
2. The Superintendent will advise the Board Chair and appropriate emergency service providers in the event of such a decision.
3. The school principal will be responsible to close or evacuate the school when it is necessary to ensure the safety of students, staff, and others. Whenever possible, this decision will be made in consultation with the Superintendent of Schools.

**ADMINISTRATIVE PROCEDURE**

**[806 P 001 – School Closure or Evacuation Under Emergency or Unusual Conditions](#)**

**Approved:** September 7, 2004

**Revised:** \_\_\_\_\_