

### Emergency Division Office Closure

#### Background

In accordance with the Education Act the Division will exercise its responsibility to be in operation on each day of the approved school year and each business day with the exception of statutory holidays and Board approved earned days off. However, there may be times when the division office will be closed for reasons as detailed in the following procedures.

#### Procedures

##### 1. Mechanical Failure

- 1.1 If in the opinion of the Director or designate, a serious mechanical failure (power, water, heat, sewer back up etc.) results in conditions which make the ability to perform normal duties difficult the division office will be closed.
- 1.2 In the instance of a power outage (water and heat), division employees will arrive to work at regular scheduled time and will remain on site until the length of the outage is determined. In the case of 2 or more hours the division office will close and staff will be sent home.

##### 2. Extenuating Circumstances

- 2.1 With Board approval the Director or designate may close the division office for period of time to permit attendance at a significant community event (funeral, visiting dignitaries etc.)