



ADMINISTRATIVE PROCEDURES MEMORANDUM

#: APF006

Inclement Weather Procedures - Custodial Staff

DATE OF ISSUE: February 2006
Revised: January 2009

MEMO TO: All Staff

FROM: Director of Education

PURPOSE

To establish procedures for custodial staff to follow during inclement weather conditions.

REFERENCES

N/A

COMMENTS AND GUIDELINES

A. SCHOOL CLOSURE / SCHOOL BUS CANCELLATION – BEFORE SCHOOL STARTS

If a system closure has been announced, custodial staff are not expected to work. Unless a system closure has been announced, all schools are to be open during regular hours and all custodial staff are expected to make a reasonable effort to come to work. If a custodian cannot make it in to work due to local road conditions, they are expected to inform both the Custodial Supervisor and their school Principal.

If it is necessary to cancel school buses prior to the beginning of school, the decision will be communicated to the radio stations. In addition, all notices of cancellation will be posted on the Board's website at www.wcdsb.ca

If transportation is canceled before school opens in the morning, St. Agatha is closed for the day.

Maintenance staff already servicing the schools will also be recalled to report to Dutton Drive for further instructions. Only emergency maintenance services will be provided.

B. EARLY BUS DISMISSAL / INDIVIDUAL SCHOOL CLOSURE

In the case of an early bus dismissal or individual school closure custodial staff are expected to

remain at school until all staff and students have left the building. Prior to leaving, the following must occur:

- Custodian (or school administration) to advise the daycare site supervisor, public library manager and community center manager that the school will be closed
- Custodian is to check heating system and the fire alarm system to ensure they are operating or report the problem
- Custodian is to check that all windows and doors are closed and locked, all space heaters are off, and other heating units are not blocked with paper or other classroom materials
- If school has a rental group scheduled, the custodian must place signage on school doors informing the group that the school has been closed due to inclement weather
- Once all staff and students have left the building, and all checks have been done, the custodian can arm the school security system and leave
- Community Rental Department will ensure Board "Cancellation" website is updated to inform rentals groups of school closures
- Community Rental Department will update voice mail/email to inform groups of school closures.

Maintenance staff servicing the school(s) affected will also be recalled to report to Dutton Drive for further instructions. Only emergency maintenance services will be provided.

C. INCLEMENT WEATHER AFTER SCHOOL HOURS

In situations where inclement weather conditions are expected during the evening hours a decision to cancel the afternoon custodial shift will be made, wherever possible, prior to 2:30 pm. During normal office hours (8:00 am to 5:00 pm) a decision to cancel the afternoon shift will be made by the Director of Education or designate in consultation with the Senior Manager of Facility Services.

In the event that a decision is reached to cancel the afternoon shift, prior to the shift starting, the Principal and Head Custodian at each affected school will be notified via email. It will be the responsibility of each Head Custodian to notify their afternoon shift of the cancellation. The shift cancellation will also be posted on the Board website along with the cancellation notice for any rental groups.

If weather conditions appear to warrant school closure, Senior Manager Facility Services or designate will consult one or more Facility Services Supervisors to determine if custodial staff should be sent home.

In the event of an early dismissal the following procedure will be followed:

- Senior Manager Facility Services or designate will send out an e-mail to all custodial staff informing them that the schools have been closed, or when they will be closed, and that the custodians are able to go home
- If the daycare, library or community center in the school is still open, the Custodian (or school administration) to advise the daycare site supervisor, public library manager and community center manager that the school will be closed
- If a rental group is using a school, the custodian will advise the group that the schools have been closed and everyone must leave
- If required, the custodial staff will provide the rental group with telephone access to inform

parents of closure and early pick up

- The custodian must place signage on school doors regarding school closure due to inclement weather
- Custodian is to check heating system and the fire alarm system to ensure they are operating or report the problem
- Custodian is to check that all windows and doors are closed and locked, all space heaters are off, and other heating units are not blocked with paper or other classroom materials
- Once all rentals groups have left the building, and all checks have been done, the custodian can arm the school security system and leave