

**DROM NATIONAL SCHOOL**  
**SCHOOL POLICY PLANNING**

**EMERGENCY**  
**CLOSURES POLICY**

## **EMERGENCY CLOSURES POLICY**

### **INTRODUCTION**

This school policy on emergency closures was drafted by the whole staff in consultation with the Board of Management of Drom National School.

### **RATIONALE**

This policy on emergency closures has been drafted to clarify the circumstances in which emergency closures are necessary and the procedures and arrangements to be followed in such circumstances.

### **RELATIONSHIP TO SCHOOL ETHOS**

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

### **AIMS AND OBJECTIVES:**

- To provide for the welfare of all pupils while on the school premises
- To ensure a safe school environment is available to all students
- To comply with Health and Safety legislation

### **PROCEDURES**

#### HEAVY SNOWFALL:

In the event of a heavy snowfall, the Principal shall consult with the Chairperson of the Board of Management as soon as is feasible, and a decision will be made as to whether it is in the interests of all parties to close the school.

If it is decided to close the school, the school authorities will contact the local radio station, Tipp FM and request that regular announcements be carried on the airwaves that the school will not be opening. Parent(s) / Guardian(s) will also be informed via the Text-a-Parent system.

All bus operators servicing the school will be contacted by the Principal or another designated person, confirming that the school will not be opening. If the snowfall is prolonged over a number of days and the school is closed indefinitely, parents and bus operators will be informed of re-opening dates through the local radio station and the Text-a-Parent system.

#### DISCONNECTION OF SERVICES:

Where water or electricity services to the school are to be disconnected, a week's notification is normally given to the school authorities. This enables the school to furnish the parent body with the relevant advance warning of such closures via circular or text. It is not the policy of the school to confirm such closures through the local Radio station.

#### HIGH WINDS/THUNDERSTORMS:

The procedures in place for heavy snowfall are generally replicated in the event of storms/lightning i.e. parents and bus operators are contacted via local radio or Text-a-Parent and informed that the school will

remain closed. If the school has already opened and is in operation when high winds etc. occur and remaining on the premises is a risk to all - teachers will remain on the premises until all the children have been collected by either parents/guardians or bus operators.

#### CRITICAL INCIDENT/DEATH:

In some instances the school may remain closed to pupils in the event of a critical incident or death of a staff member, Board of Management member or student. Parents are informed of such closures either by circular or text. In this particular instance, the school may remain open to staff, members of the Board of Management or Parents Association. (See Critical Incidents Policy)

#### CONTINGENCY ARRANGEMENTS

Where contingency arrangements are required to make up for time lost due to unforeseen school closures the school authority may reduce the length of the February mid-term break or Easter break.

#### **ROLES AND RESPONSIBILITIES**

Emergency closures in the school place particular responsibilities on various personnel within the school chain of command:

- Positive school community feedback
- Compliance with Health and Safety legislation
- Maintaining a safe school environment for all staff, children and parents

#### **RATIFICATION:**

This policy was ratified by the Board of Management on 31<sup>st</sup> January 2017

The policy will be available on the school website and through the office.

It will be reviewed every 3 years and amended if necessary.

#### **IMPLEMENTATION**

This policy will be implemented following ratification by the Board of Management.

Date of next review: September 2019