

Administrative Procedures Manual	Administrative Procedure 132
	Emergency School Closures
	APPROVED: September 1, 2013
Page 1 of 2	AMENDED/REVIEWED: September 2025, December 2020, September 2019
LEGAL REFERENCE: Section 3, 3.1, 11, 33, 52, 53, 196, 197, 222, 225 <i>Education Act</i> Emergency Management Act Emergency Medical Aid Act Access to Information Act (ATIA) Protection of Privacy Act (POPA)	Health Information Act Occupational Health and Safety Act Employment Standards Act Public Health Act Communicable Disease Regulation (AR 238/85) In-Person Learning Regulation (AR13/2025)

Background

Decisions regarding the operation of schools during emergencies must address the health and safety of students and staff. Every attempt shall be made to ensure schools in the Division remain in operation.

Procedures

1. Schools shall remain open as established in the Division's school year calendar, with the following exceptions:
 - 1.1 Emergency situations such as a failure in heating systems, broken water mains, leaking gas, etc.
 - 1.2 Other emergency situations deemed by the Superintendent or Designate to be a detriment to the health or safety of students and staff.
 - 1.3 Emergency situations shall be reported immediately to the Secretary-Treasurer and the Superintendent.
2. The Superintendent has the authority to make final decisions regarding crisis response, as guided by the Division Emergency Response Plan.
 - 2.1 When a state of emergency is declared by a Ministry of the Alberta Government, the particular ministry will have such authority.
3. Early in each school year, Principals are directed to advise parents of the following:
 - 3.1 Public announcements regarding closure of Peace Wapiti or Grande Prairie and Division Catholic schools do not necessarily apply to Grande Prairie Public School Division schools.
 - 3.2 Should Grande Prairie Public School Division schools be required to close, as allowed by this Administrative Procedure and the Division Emergency Response Plan, public announcements will be arranged by the Superintendent.
 - 3.3 Principals in collaboration with Central Office will determine procedures as to how students will be accommodated and then transported home.

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4. Every student has a right to education during emergencies declared under the Emergency Management Act or the Public Health Act as in clause 2.1 above.
 - 4.1 The Superintendent must ensure that students are provided either in-person or at-home learning ([Administrative Procedure 231 – At-Home Learning](#)) during an emergency in accordance with relevant Regulations and Orders.