

## **ADMINISTRATIVE PROCEDURE 153**

### **Notification of Disruption of Service**

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As members of the general public, people with disabilities may rely on certain facilities, services or systems in order to access the services of the school or board offices. Escalators and elevators, for example, are important to people with mobility disabilities because that may be the only way they can access the premises. Other systems and services designed to meet the needs of people with disabilities can include accessible washrooms, amplification systems, and note-taking or TTY services. When those facilities or services are temporarily unavailable or if they are expected to be temporarily unavailable in the near future, a notice of disruption of service is required.

Generally, disruptions to all of the Board's services, such as during a major storm or power outage, do not require this special notice. However, if the disruption has a significant impact on people with disabilities, a notice of the disruption should be provided.

#### **1.0 Responsibility**

- 1.1 Supervisory Officers, Principals, Departmental Managers, Board Communications Specialists and/or the Community Use of Schools Coordinator will ensure that the users of board and school services are notified when there is a disruption in services that may have an impact on access to services by people with disabilities.

#### **2.0 Method of Notification for Service Disruptions**

- 2.1 Notice may be given by posting the information at a conspicuous place at or in the school or at or in board facilities. Other options that may be used include: posting on the board and/or school website and/or through direct communication with users of the services in accordance with school practices.
- 2.2 Consideration should be given to providing notice in multiple formats.
- 2.3 If the disruption is planned, notice should be provided in advance of the disruption. If the notice is unplanned, notice should be provided as soon as possible after the disruption has been identified.

#### **3.0 Information to be Included in Notice of Service Disruption**

- 3.1 The notice of disruption of service must include information about the reason for the disruption, the anticipated duration and a description of alternative facilities or services, if any, that are available.

## **Sample Notices**

### ***Sample 1 – Access to School Building***

To: Parents, Guardians and Community Users of our School

Maintenance work will make the main door of the school and the access ramp inaccessible from May 1 to May 8. A temporary ramp has been set up that gives access to the door at the east of the school building. We regret this inconvenience. If you have questions or concerns, please contact \_\_\_\_\_ at [phone number].

Thank you.

Principal

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### ***Sample 2 – Accessible Washroom***

To: Visitors to the Education Centre

Our accessible washroom is out of service due to a broken pipe. Repairs are underway and the washroom is expected to be usable again by tomorrow. In the interim, we have made arrangements for our visitors to use the accessible washroom at 123 Main Street, which is located next door to our premises. We apologize for this inconvenience.

Thank you.

Superintendent of Facilities

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