

Notification of Disruption of Service Procedure

RATIONALE:

When services that are normally provided to a person with a disability are temporarily unavailable, such as access to an elevator, a disruption of service notice will be posted at the site and on the school or Board website.

TERMINOLOGY:

Disruption of Service: As members of the community, 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.

PROCEDURES:

1.0 Responsibility

- 1.1 Supervisory Officers, Principals, Departmental Managers, and Corporate Communication 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 Providing Notice of Disruption

- 2.1 Notice may be given by posting the information in a conspicuous place at or in the school or board facilities. Other options that may be used include, but are not limited to posting on the board and/or school website and 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.

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Appendix A

SAMPLE NOTICES

Sample 1 – Access to School Building

To: Parents/Guardians/Caregivers and Community Users of our School

Maintenance work will make the main door of the school and the access ramp inaccessible from XXXXX to XXXXX. 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

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 _____, which is located _____. We apologize for this inconvenience.

Thank you.
Executive Superintendent of Board Operations