



Mount Saint Agnes Academy Through Faith and Learning

School Closure Procedures in the event of a Hurricane or Severe Tropical Storm

School Closure during an operational day:

1. The Principal will monitor the Bermuda Weather Station and notifications from Emergency Measures Organization. If Government Offices and businesses are closing, the decision to close will be made in collaboration with the Board Chair and other administrative staff.
2. Once it is determined that the weather conditions are going to become severe, school will close. Parents will be notified via email using the MSA Short Notes email address, the radio stations, and the school's website.
3. Once the majority of students have left the building, the Principals, together with the Facilities/Maintenance Manager, will secure the building. All remaining students will be placed in a classroom that can be monitored until students have been collected by parents.

School Closure after hours:

If weather conditions are so severe that the school cannot open:

1. The Principal will make the decision, in collaboration with the Board Chair and other administrative staff, to close the school.
2. Radio stations will be notified of the school's decision to close. Emails will be sent to parents using the MSA Short Notes email address. Information concerning the school's closing will be placed on the school website and disseminated to the local media.
3. Once it is determined that the weather has improved, the school is safe and secure to conduct classes, and the electricity has been restored, the notification when the school will re-open will be communicated to the radio stations, emails sent to parents, and a bulletin put on the school's website.

Important considerations:

- The safety of students and staff is most important.
- **The Private Schools (BHS, Warwick, Bermuda Institute, Somersfield, Saltus, and MSA) have agreed to liaise with each other and make a timely decision, which will be communicated to parents via the local media and internal school communications methods.**
- Parents are reminded that they have the choice as to whether they wish to send their children to school or collect them before the end of the school day.