

19 December 2019

To: Principals of all Controlled and Maintained Schools

Dear Principal

Reminder – EA Guidance and Emergency Procedures for Schools during Adverse / Severe Weather

Please be reminded that during periods of severe / adverse weather, it is important that schools take the appropriate steps to minimise the potential impact on school buildings and facilities.

The Education Authority (EA) is mindful of the impact of the extreme freezing weather conditions experienced during previous Christmas and New Year holiday periods and would urge schools to ensure they are taking precautionary measures to minimise damage to school buildings and potential disruption for pupils.

On the EA website, the Severe Weather Emergency Guidance for Schools resource hub will provide important information and contact details for schools when dealing with an adverse / severe weather related emergency. The resource hub can be found on the EA website here – <http://www.eani.org.uk/schools/emergency-management-guidance/>

Schools Adverse / Severe Weather Preventative Measures

To minimise the impact of adverse / severe weather conditions, principals should discuss potential preventative measures with the school's building supervisor and plan how best to deal with adverse/severe weather that may arise over the winter months.

Advice and guidance on a range of preventative measures can be viewed on the EA website under the 'Adverse / Severe Weather' at the link above.

Maintenance Helpdesk Contact Details (Office Hours)

If you require any support in relation to adverse / severe weather during EA office hours please contact the Maintenance Helpdesk at your local EA office. Please see important contact numbers below.

Office	Office Maintenance Helpdesk
Armagh	028 3751 2551 / 028 3751 2243
Ballymena	028 2501 3120
Belfast	028 9050 7508 / 028 9050 7509
Dundonald	028 9056 6248
Omagh	028 8241 1518

“To inspire, support and challenge all our Children and Young People to be the best that they can be.”

Education Authority

40 Academy Street, Belfast, BT1 2NQ

T: +44 (0)28 9056 4000 F: +44 (0)28 9033 1714 W: www.eani.org.uk

EA Emergency Contact Number (Out of Hours)

In the event of an out of hour's adverse / severe weather related emergency in your school, please contact the EA emergency contact number for assistance. Please see the emergency contact number below.

EA Emergency Contact Number (Out of Hours)
028 3751 2345

Exceptional School Closures due to Extreme Weather Conditions

On 9 September 2018 the Department of Education (DE) issued a letter to schools which provides important information on how your school should deal with any exceptional closures which may arise during the school year due to extreme weather conditions, such as severe cold weather or flooding.

A copy of this letter is available to view on the EA website under the 'Dealing with Exceptional School Closures due to Extreme Weather Conditions' at the link included above.

In this letter, DE included important 'Guidance on Exceptional Closures' outlining the main factors that schools should consider when making decisions about a possible school closure and how to log a school closure. Other useful links to DE guidance are as follows:

DE Checklist regarding making decisions about a possible school closure can be found here - <https://www.education-ni.gov.uk/publications/checklist-exceptional-closure-schools>

DE Advice and guidance on the use of optional and exceptional school closures can be found here - <https://www.education-ni.gov.uk/articles/exceptional-closure-days>

If you require any further information in relation to this letter please contact the Maintenance Helpdesk at your local EA office.

Yours faithfully



Dale Hanna
EA Director of Operations and Estates

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