



ADMINISTRATIVE PROCEDURES

SUBJECT: Notification of Disruption of Service

People with disabilities may rely on certain facilities, services or systems in order to access the services of the school or Board offices. When those facilities or services are temporarily unavailable or expected to be temporarily unavailable in the near future, a notice of disruption of service is required.

Disruptions to all Board's services, such as during a major storm or power outage do not require this special notice.

Procedures for Notification of Disruption in Service:

- Notice will be given by posting the information in a conspicuous place in affected facilities. Information will be posted on the Board website at www.lkdsb.net
- 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.
- The notice of disruption of service must include information about the reason for disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

Implementation Date: June 4, 2013
Revised: April 4, 2022

Reference: Board Policy & Regulations
Accessibility for Ontarians with Disabilities Act, 2005
Integrated Accessibility Standards, Ontario Regulation 191/11



Appendix A

NOTICE OF DISRUPTION OF SERVICE

Planned

Unplanned

Please be aware of the following disruption of service:

Site: _____

Service Affected: _____

Reason for Disruption: _____

Date and Duration of Disruption: _____

Alternative Facilities/Services (if available): _____

Please accept our apologies for any inconvenience this may cause.

Brian Pelletier
Manager of Facility Maintenance and Capital