



# Administrative Procedure: Shared Schools And Emergency Plant Closures

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## Before Classes Begin

### EMERGENCY POWER OUTAGE OR OTHER CIRCUMSTANCE BEFORE CLASSES BEGIN:

1. Once a school has received notice that there will be a power outage, or that there is some other severe unforeseen circumstance, before classes begin, the Principal, Vice-Principal, Secretary or Teacher In Charge will seek confirmation of the length of time of the condition affecting the school. If a power outage, the Hydro Emergency line (1-800-465-3960) will be called to determine the length of the power outage, if necessary.
2. If the condition is of a short length of time (i.e. less than one hour), the school will remain open. If the condition is to be one hour or more, the Principal/Vice-Principal will notify the Director concerned with this information.
3. In recognition that several schools share space with another Board, there will be communication among Directors concerned to determine next steps.
4. At the request of a Director or Designate, a teleconference will be arranged to determine if classes for the morning or day will be cancelled and the school closed.
5. Each Director will notify their Principal(s)/Vice-Principals of the decision.

6. If the school is closed, the Principal/Vice-Principal or Teacher In Charge will inform the local community that school has been cancelled until such time that the power returns by posting a visible sign on the main entry door.
7. The Principal/Vice-Principal or Teacher In Charge will coordinate a radio announcement from the Boards concerned.
8. Principals/Vice-Principals will ensure the telephone tree is in place in early September.
9. The Principal/Vice-Principal or Teacher In Charge will coordinate the telephone tree procedure to ensure all families are informed.
10. The Principal/Vice-Principal or Teacher In Charge shall be at school for at least one hour after the regular commencement time of classes, in case some students arrive in spite of the radio announcement and telephone notification. Other staff members are not required to be at the school.
11. If classes are cancelled, the bus Transportation Consortium Coordinator will be notified, and busing for the school(s) involved will be cancelled, according to the length of time of the closure.
12. The cost of teleconference calls will be supported by the four boards in this sequence:
  - a. 2012-13: Superior North
  - b. 2013-14: CSDC des Aurores boréales
  - c. 2014-15: Superior-Greenstone
  - d. 2015-16: CSP du Grand Nord
  - e. This sequence will continue for subsequent years.

During August of the upcoming school year, the new teleconference codes will be communicated among Directors and Designates.

## After Classes Have Begun

### OUTAGE OR OTHER EMERGENCY AFTER CLASSES HAVE BEGUN:

1. All staff and students are to stay where they are until notified as to the course of action decided. In a power outage, schools which are two storey buildings will ensure that all staff and students descend to the main floor to a designated location.
2. Where there is inadequate lighting, portable lighting will be supplied.
3. In a power outage, the Secretary or Designate will call the **hydro emergency line (1-800-465-3960)** or other service to determine the length of the power outage or other emergency.

4. If the outage/emergency is to be more than one hour, the Principal/Vice-Principal or Teacher In Charge shall contact their Board Office to inform their Director or Designate, who will arrange a conference call with other Director(s) concerned.
5. The Director(s) involved will determine if the school is to be closed and classes cancelled, and inform the Principals/Vice-Principals involved of the decision.
6. If the course of action is departure, the Principal/Vice-Principals or Teacher In Charge will coordinate a radio announcement from the Boards concerned. Arrangements will be made to notify families through the telephone tree process. Staff will ensure that all students have been safely sent on their way. The Principal/Vice-Principal, staff and custodian are to inspect the building to insure that no students remain in the building. The Principal/Vice-Principal will then give further instructions to the staff regarding attendance during the workplace closure, as per the direction provided to them.
7. In a power outage, it is possible that the Fire Protection System may fail, so a fire watch inspection will be implemented for the duration of a power outage, and the Fire Watch procedures followed, by custodial staff.

This procedure will be reviewed on an annual basis, during the first Joint Services Meeting of each school year. Phone Numbers from contacts from each Board are to be updated in August of each new school year.