



# Administrative Procedure: Shared Schools And Emergency Plant Closure

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## Before Classes Begin

### 1.0. Emergency Power Outage Or Other Circumstances Before Classes Begin

1.1. In the event of failure of water system, heat, fire alarm system, electrical system or sewage system at the school or worksite, the following steps will be taken:

(In case of power outage, a school principal has received notice that there will be a power outage, or that there is some other severe unforeseen circumstance, before classes begin, the Principal, Administrative Assistant or Teacher In Charge will seek confirmation of the length of time of the condition affecting the school. Ontario Hydro Emergency line (1-800-465-3960) will be called to determine the length of the power outage, if necessary).

- 1.1.1. The Principal will contact the Supervisory Officer and Supervising Manager of Plant to inform them of the situation and confirm the length of time of the condition affecting the school.
- 1.1.2. 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 will notify the Director with this information.
- 1.1.3. In recognition that several schools share space with another Board, there will be communication among Directors concerned to determine next steps if more than one hour is required. The Director will call Superior Greenstone District School Board, Conseil scolaire de district catholique des Aurores boréales, and school community partner if applicable (Daycare, Best Start)
- 1.1.4. At the request of a Director or Designate, a teleconference will be arranged with all Directors to determine if classes for the morning or day will be cancelled and the school closed.
- 1.1.5. Each Director will notify their Principals/Vice-Principals of the decision.
- 1.1.6. The Communications Officer will inform the local community that school has been cancelled until such time that the power returns by contacting CFNO, posting to the website and consistently updating the status on the board social media sites.
- 1.1.7. Principals/Vice-Principals will ensure the Crisis and Communication Tree Protocol Tree is in place by September 30th of each school year.
- 1.1.8. The Principal/Vice-Principal or Teacher In Charge will enact the Crisis and Communication Tree Protocol procedure to ensure all families are informed of the school closure.

- 1.1.9. 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 the case that some students arrive in spite of the radio announcement and telephone notification. Staff should report to school to assist the administration with students that may arrive to school. A debrief will follow.
- 1.1.10. If classes are cancelled, the bus Transportation Consortium Manager will be notified, and busing for the school(s) involved will be cancelled, according to the length of time of the closure.
- 1.1.11. 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.
- 1.1.12. The local Fire Department will be notified of the power outage and the fire watch status by the plant manager.

## After Classes Have Begun

### 2.0. Outage Or Other Emergency After Classes Have Begun

- 2.1. All staff and students are to stay where they are until notified as to the course of action decided.
- 2.2. Where there is inadequate lighting, portable lighting will be supplied by the Plant Department.
- 2.3. In a power outage, the Administrative Assistant or Designate will call the Ontario Hydro Emergency line (1-800-465-3960) or other service to determine the length of the power outage or other emergency.
- 2.4. 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 any other Director(s) concerned.
- 2.5. The Directors involved will determine if the school is to be closed and classes cancelled, and inform the Principals/Vice-Principals involved of the decision.
- 2.6. If the course of action is departure, the Communication Officer will coordinate a radio announcement from the Boards concerned. Arrangements will be made to notify families through the Crisis and Communication Tree Protocol process. Staff will ensure that all students have been safely picked up or received by parents and or guardians. The Principal/Vice-Principal, staff and custodian are to inspect the building to ensure 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. The principal will remain in the building for one hour after the closure to ensure that all students have arrived home safely.

- 2.7. 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.
- 2.8. The local Fire Department will be notified of the power outage and the fire watch status by the plant manager.
- 2.9. 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.

### **3.0. Communication Plan And Process**

#### **3.1. The Director or designate will:**

- 3.1.1. Work collaboratively with the Transportation Consortium and other regional Directors on decisions regarding school closures, busing, and inclement weather.
- 3.1.2. Work collaboratively with the Communications Officer to post information on social media and update the website.

#### **3.2. Superintendents and Principals will:**

- 3.2.1. Contact their employees as per their Crisis and Communication Tree Protocol to ensure effective communication.
- 3.2.2. Principals will contact their Superintendent once all employees have been contacted.

#### **3.3. All Employees will:**

- 3.3.1. Check their employee email accounts, board website, social media, and CFNO for updates and further direction.

#### **3.4. Communication Officer will:**

- 3.4.1. Contact CFNO and post on website and social media.
- 3.4.2. 3.4.2 Remain in contact with the Director and Chair of the Board.