



Northeastern Catholic District School Board

POWER AND WATER OUTAGES

Administrative Procedure Number: APH 002

POLICY STATEMENT

The Northeastern Catholic District School Board is committed to ensuring the safety of students and staff in the event of an emergency situation. These procedures outline the practices to be followed by Board and School staff when a power or water outage occurs.

REFERENCES

NCDSB Policy E-23 Emergency Preparedness
NCDSB Policy E-36 Emergency School Closure
NCDSB Administrative Procedure APE002 Emergency Preparedness
NCDSB Administrative Procedure APE039 Emergency School Closure

PROCEDURES

POWER OUTAGE

1. The Principal shall:

Inform Manager of Plant and the Superintendent in all instances of power failure.

1.1 The power goes off during the day or while the buses are on route to the school

- 1.1.1 In cold weather, ensure that the students and staff take measures to stay warm, e.g. students and staff wear outside clothes in the classroom until the power comes back on.
- 1.1.2 Ensure teachers in classrooms without windows take students to a naturally lit area (cafeteria, library, foyer).
- 1.1.3 Provide bottled water for drinking and the washing of hands. Anti-bacterial hand cream or medi-wipes are alternatives to bottled water for hand cleaning.
- 1.1.4 Provide flashlights for students and staff to use these washrooms if no natural light is available. Emergency lights will last for about 20 minutes.
- 1.1.5 Schedule indoor recesses during cold weather.
- 1.1.6 Allow parents to pick up their children in cases where they request to do so.
- 1.1.7 Develop a plan for telephone communication in case the telephone is out of service, e.g. accessing a cell phone, a pay phone or some other system, which will work in an emergency.

- 1.1.8 On an ongoing basis monitor dark areas, washrooms and halls using a flashlight.
- 1.2 The power is likely to be out for more than one day:
 - 1.2.1 Consult with the Superintendent, Director, Manager of Plant and the Supervisor of Transportation, to determine an appropriate course of action, i.e. close the school.
 - 1.2.2 Inform parents in a timely manner of this decision, using telephone trees where possible.
- 1.3 Note: The decision to close the school can only be made by the Director on the authority of the Board. In most cases, even in cases where the buses aren't running, the school will remain open for those students who wish to come. Staff would be expected to report unless advised otherwise.

WATER OUTAGE

2. The Principal shall:

Inform Manager of Plant and the Superintendent in all instances that the school water supply is not functioning.

- 2.1 The water supply fails in a school during the school day:
 - 2.1.1 Provide bottled water to students for drinking and washing hands. Anti-bacterial hand cream or medi-wipes are alternatives to bottled water for hand-cleaning.
- 2.2 The water supply is likely to be out for a second day:
 - 2.2.1 Make a decision together with the Superintendent, Director, Manager of Plant and Supervisor of Transportation re: running the buses the following morning.
 - 2.2.2 Inform parents in a timely manner of this decision.

Director of Education:
Date:

Tricia Stefanie Wetty
January 2021