Northeastern Catholic District School Board

POWER AND WATER OUTAGES IN SCHOOLS

Administrative Procedure Number: APE036-2

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
- E-36 Emergency School Closure

NCDSB Administrative Procedure
- APE023 Emergency Preparedness
- APE036-1 Emergency School Closure

PROCEDURES

1.0 GENERAL

1.1 In all instances of power or water outages, the Principal will immediately inform the Manager of Plant and Maintenance and a supervisory officer.

1.2 The decision to close a school can only be made by the Chief Executive Officer. In most cases, even in cases where the buses are not running, the school will remain open for those students. Staff would be expected to report to work unless advised otherwise.

2.0 POWER OUTAGE

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

i) In cold weather, ensure that the students and staff take measures to stay warm, including but not limited to wearing layers of clothing and limiting the opening and closing of exterior doors.

ii) Ensure teachers in classrooms without windows take students to a naturally lit area (cafeteria, library, foyer).

iii) 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.

iv) Provide flashlights for students and staff to use these washrooms if no natural light is available. Emergency lights will last for about 20 minutes.

v) Schedule indoor recesses during cold weather.

vi) Allow parents to pick up their children in cases where they request to do so.

vii) Develop a plan for telephone communication in case the telephone is out of service, including but not limited to accessing a cell phone or some other system, which will work in an emergency.

viii) On an ongoing basis monitor dark areas, washrooms and halls using a flashlight.

2.2 The power is likely to be out for more than one day:

i) Consult with the appropriate supervisory officer, Chief Executive Officer, Manager of Plant and the Executive Director of the Student Transportation Consortium, to determine an appropriate course of action and requirement to close the school.

ii) Inform parents in a timely manner of this decision.

3.0 WATER OUTAGE

3.1 The water supply fails in a school during the school day:

i) 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.

3.2 The water supply is likely to be out for a second day:

i) Make a decision together with the appropriate supervisory officer, Chief Executive Officer, Manager of Plant and Executive Director of the Student Transportation Consortium re: running the buses the following morning.

ii) Inform parents in a timely manner of this decision.

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: March 2024