

1. Purpose

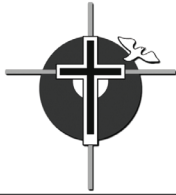
The following procedure is to outline a protocol of response in the event of a power outage in the Board schools or other office facilities.

2. Procedure – When Building is Occupied

- a) The school Administrator/Manager of the facility experiencing the power outage should first check buildings in the near vicinity to determine whether the power outage is isolated or has affected multiple locations.
- b) The School Administrator/Manager should notify the following persons to advise them of the power outage, in this order:
 - i. The Plant and Maintenance Supervisor or Manager of Plant and Maintenance;
 - ii. The Emergency Preparedness and Planning Coordinator (EPP).
- c) The Plant and Maintenance Department will contact the power supply company and provide to them details including meter number and account number. This will allow them to determine the status of the power outage and areas that are affected.
- d) The EPP Coordinator will notify the Associate Director.
- e) The Associate Director will notify the Director of Education, the Superintendent of the school, the Transportation Department, and the school Trustee (if applicable).
- f) A maintenance employee will be dispatched to the site by the Plant and Maintenance Supervisor.
- g) Once the problem has been assessed, the Plant and Maintenance Supervisor will provide updates and assistance to the school/facility Administrator/Manager and the EPP Coordinator to facilitate appropriate action and notification.

3. Procedure – When Building is not Occupied

- a) The alarm company monitoring the building will receive a power failure warning and will notify the contact person on the call list. (This list is provided to the monitoring company by Plant and Maintenance to address emergencies in a facility.)
- b) The contact person will verify with the appropriate Plant and Maintenance Supervisor, whether or not they need to respond.



- c) The Plant and Maintenance Supervisor will verify the extent of the problem and determine appropriate action, which may include contacting the Power Supply Company.
- d) If the outage will affect occupancy of the building on a regular scheduled school day, the Plant and Maintenance Supervisor will contact the Emergency Preparedness Coordinator.
- e) The Emergency Preparedness Coordinator will contact the Associate Director of Education to determine if a school or facility closure is necessary. The Associate Director of Education will then consult with the Director of Education to establish next steps for action.
- f) The Plant and Maintenance Supervisor will contact the Emergency Preparedness Coordinator once power is restored.
- g) The Emergency Preparedness Coordinator will advise all parties originally notified of the outage once power has been restored.
- h) The Plant and Maintenance Supervisor will dispatch a Maintenance employee to the site prior to, or as soon as possible, once the power is restored, to verify that all equipment is functioning properly.