

Statement of Policy

In the event of a utilities disruption, Greater Saskatoon Catholic Schools direct staff to act quickly to minimize disruption to the building and restore vital systems. The safety of the building occupants is always the first concern.

Utility disruption may occur at any time, not just weekdays, so it is essential that Building Operators and Head Caretakers familiarize their caretaking staff with the guidelines and procedures below.

Procedures/Guidelines

When there is an interruption in power, water or gas supply during regular school hours, the Building Operator or Head Caretaker must notify the GSCS Help Desk at 306-659-8888 Ext. 3. If the disruption is sustained for five (5) minutes or longer, the network superintendent or Director of Education must be notified by a school staff member.

When there is an interruption in power, water or gas supply after regular school hours, the Building Operator, Head Caretaker or Evening Caretaker must notify GSCS Facilities using the current call out list.

Power Failure

If a power failure has occurred, ensure that the emergency lighting system is functioning.

Contact SaskPower (Power Outages) at 306-310-2220 or Saskatoon Light and Power at 306-975-2414 to obtain details about the power outage. Pass on any details you receive to the GSCS Help Desk at 306-659-8888 Ext. 3 and the network superintendent/Director of Education.

Power failures disrupt power supply to the fire alarm panel. Backup power supply is anticipated to last three hours. If power has not been restored to a facility within two hours, staff must supervise the facility with heightened vigilance.

Staff will be instructed to open all blinds to allow for natural light. This includes interior windows to hallways.

All staff that are released from classroom duties at the time of the disruption are to report to the main office.

If students are moved to another area, account for all students again.

Open operable windows for ventilation where applicable.

Flashlights or portable lighting should be made available for washroom use.

Water Disruption

In the case of water disruption, the local municipality must be contacted to determine the reason for the disruption. If the disruption was caused by a water main break, the municipality may issue a drinking water advisory. In this case, all students and staff must be informed they may not drink any water that comes from a fountain or tap. Water fountains in hallways must be covered to ensure students do not consume water from them. Signage must be placed in washrooms and exterior doors indicating water is not safe for consumption. Drinking water advisories typically last 48 hours.

The school division Communications Consultant will assist the school administration with messaging when necessary.

The school division will deliver water dispensers to schools where a drinking water advisory is in place. The *Drinking Water Advisory Protocol* developed by Facility Services will be followed. Students will be asked to bring refillable water bottles to school from home.

Emergency Telephone

All school personnel must know where the emergency telephone is located in the school facility.

School Closure

If a utility disruption leads to school closure, *Policy ICB Emergency Closure* must be adhered to.

When Utilities are Restored

Notify the GSCS Help Desk at 306-659-8888 option 3 and any Board Office personnel you have been communicating with once utilities have been restored.

Once utilities have been restored, the Building Operator, Head Caretaker or designate must confirm the following systems have restarted:

- Fire alarm
- Boiler
- Mechanical fan rooms, compressors, sump pumps etc.
- Timers reset for lights, HVAC etc
- Security System monitoring (Contact the GSCS Help Desk at 306-659-8888 Ext. 3 and request a confirmation of correct time and security status with the security monitoring station)

All exterior windows should be closed and secured. Blinds may be returned to normal operation.

Documents/Forms

Drinking Water Advisory Protocol

Date Approved

November 20, 2017

Amended

November 27, 2017