



FLOOD CONDITIONS

Responsibility:	<i>Superintendent, Human Resource Services Controller, Facility Services Manager, Health, Safety & Security</i>
Legal References:	<i>Nil</i>
Related References:	<i>Nil</i>
Revisions:	
Reviewed:	<i>January 2016</i>

1. Preamble

- 1.1 The procedures that follow provide guidelines regarding school responsibilities in the event of a flood.

2. Emergency Warning

- 2.1 Schools will be notified through the Emergency Measures/Inclement Weather Fan-out.
 - 2.1.1 If there is sufficient warning (i.e., the day before the flood), the message will be, "Standard flood alert—dangerous situation likely on..."
 - 2.1.2 If there is insufficient warning (i.e., the day of the flood), the message will be, "This is an emergency—flood waters approaching."
 - 2.1.3 If there is a test of the system, the message will be, "This is a test of the Flood Warning system".

3. School Responsibilities

- 3.1 If there is sufficient warning (i.e., the day before the flood):
 - 3.1.1 Schools are notified through the fan-out system;
 - 3.1.2 A decision is made by the Principal, after consultation with the Superintendent, as to whether school will open during the danger period;
 - 3.1.3 Parents and students are notified by radio during the previous day and/or morning of the danger period;
 - 3.1.4 Field trips or off-campus activities are cancelled during the danger period;
 - 3.1.5 Principals notify the General Manager, STSWR, Inc. and the Bus Operators if the school is to be closed, or if some students are not to be transported;
 - 3.1.6 Sufficient staff (custodians, principal, secretary, teachers) will be provided to supervise the school if the decision is made by the community (Emergency Measures Organization, Waterloo Regional Police) to declare it an emergency shelter;
 - 3.1.7 Ensure that all students are off school property, unless the school is declared a shelter for the public.
- 3.2 If there is insufficient warning (i.e., the day of the flood):
 - 3.2.1 Schools are notified through the fan-out system;
 - 3.2.2 The Education Centre proceeds with a general announcement on the radio, which indicates:
 - 3.2.2.1 The school will retain students in school until dismissal time, if they do not have to travel through dangerous areas to reach their homes (either on public transportation, or by car, bus or foot).
 - 3.2.2.2 Students who can still travel safely (either on public transportation, or by car, bus or foot) through potential danger areas will be dismissed early, if parents are available to supervise, or if they can arrange for supervision.

- 3.2.2.3 Students who are blocked by flood waters will be kept at school and supervised by school personnel.
- 3.2.2.4 If a school is in the flood zone, all students will be evacuated to a safe area and parents notified as to the location.
- 3.2.2.5 The school should notify all students on field trips or off campus activities of the danger, and ensure their safety.
- 3.2.2.6 The school should notify the Bus Operators and the General Manager, STSWR, Inc. of the need for buses, if an early departure is planned.
- 3.2.2.7 Enough staff members (custodian, teachers and secretaries) should remain at the school to assist the Principal with supervision of the school.
- 3.2.2.8 Each school should be equipped with solid-state, battery-operated radios to allow communication in case of power failure.
- 3.2.2.9 Information should be available at the school as to special medication, etc. which may be required for any student who may need to remain at school.
- 3.2.2.10 The Principal should notify the appropriate individual, in the various municipalities listed below, of the early closing and the need for the protection of the students.
 - City of Kitchener Supervisor of Crossing Guards 519-741-2232
 - City of Waterloo Supervisor of Crossing Guards 519-747-8629
 - City of Cambridge Supervisor of Crossing Guards 519-740-4682
ext. 4549
 - Township of North Dumfries Deputy Clerk-Treasurer 519-621-0340
 - Township of Wellesley 519-699-4611
 - Township of Wilmot Township Clerk 519-634-8444
 - Township of Woolwich Bylaw Enforcement Officer 519-669-1647

3.3 If there is sufficient warning (after school is dismissed):

- 3.3.1 When the emergency call is received at the school, the message should be given to the Principal or the Custodian. If the Custodian takes the call, the Custodian should notify the Principal.
- 3.3.2 The Principal should notify their Superintendent of the plan for the following day. Once the plan has been approved, the Principal is to notify the General Manager, STSWR, Inc., who will advise the radio stations of the instructions for the students to follow at the particular school the next day.
- 3.3.3 The school should be made available as a shelter for the public, if so designated.