Administrative Procedure 4150

PLANT BREAKDOWN

1. Preamble

1.1 The procedures that follow provide guidelines and expectations for responding to plant breakdowns that may occur (i.e., hydro, water, or heating failures) and the process should a school closure be required.

2. General

2.1 The following are examples of when the procedures detailed in Section 3 may apply:
   2.1.1 Fire alarms are not functioning.
   2.1.2 Washrooms and/or drinking water fountains are not available.
   2.1.3 Power blackouts in all, or part, of the school.
   2.1.4 Heating system failure and sustained temperature in the building below 18 degrees Celsius (64.4 degrees Fahrenheit), when the school is occupied.
   2.1.5 Any other building condition where the safety of either students or staff are perceived to be at risk.

2.2 When an emergency exists, but has not yet been declared to exist, any Waterloo Region District School Board employee may take such action(s) under the Emergency Plan as may be necessary to protect the Board’s students, staff, and facilities.

3. Procedures

3.1 In the event of an emergency, the principal, or designate, will contact Urgent Response at 519-570-0300, ext. 4123, and provide the following information:
   • the nature of the problem
   • the location and the name of the caller
   • a contact number for follow-up if required.

3.2 In consultation with the Superintendent, Student Achievement & Well-Being, the Manager of Health, Safety and Security, and the local Fire Department, a determination will be made if a fire watch may be employed in lieu of active fire alarms during occupancy.

3.3 The Superintendent, Student Achievement & Well-Being will make the decision to close the school.

3.4 Procedures for students to be sent home, as outlined in the school’s Emergency Plan will then be put into action.