



PLANT BREAKDOWN

Responsibility: *Coordinating Superintendent, Business Services & Treasurer of the Board*

Legal References: *Education Act S. 19 (1)(b) O. Reg. 851 S. 129(1)(b)*

Related References: *Education Act S. 170 (8) and (11)*
Administrative Procedure 3000 – WRDSB Emergency Procedures

Revisions: May 2017, September 2019, January 2022

Reviewed: February 2016

1. Preamble

- 1.1 The procedures that follow provide guidelines and expectations for responding to plant breakdowns that impact school operations and may require a school closure.

2. General

- 2.1 School operations depend on critical life safety systems being operational and the indoor environment being safe and at a temperature that is suitable for students and staff. Plant breakdowns that may affect school operations include:
- 2.1.1 Power outages.
 - 2.1.2 Heating system failure.
 - 2.1.3 Gas leaks.
 - 2.1.4 Sewer backups/blocked sanitary sewer lines.
 - 2.1.5 Fire or flood damage.
 - 2.1.6 Fire Safety Systems (including alarms) not functioning correctly.
 - 2.1.7 Loss of water.
- 2.2 Many plant systems are actively monitored and will generate alarms when a failure occurs. These provide early warning and initiate emergency response through the monitoring company and the Urgent Response Emergency Fan Out protocols.

3. Procedures

- 3.1 In the event of a plant breakdown that impacts school operations and may require a school closure, the Principal, or designate, or person who discovers the plant breakdown 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 During regular business hours, the Principal will contact the school's assigned Facility Manager or Supervisor who will act as liaison for Facility Services and will initiate the required response using staff and/or contractors as required to rectify the plant breakdown.
- 3.3 During off hours, Urgent Response (4123) will initiate the appropriate fan out communication protocols which will alert the appropriate Facility Services emergency response oncall staff who will respond to investigate and attempt to rectify the issue. If unable to resolve the issue and it

may impact school operations, the on-call staff will advise the Facility Services on-call Manager/Supervisor.

- 3.4 The Facility Services on-call Manager/Supervisor will contact the Principal as soon as possible after gaining an understanding of the situation and advise them of the details and risk to school operation. They will include whenever possible an estimated time to rectify the issue. They will also provide an update to the Controller of Facility Services. Every attempt will be made to provide sufficient lead time for school closure decisions.
- 3.5 The Principal will consult with the Superintendent, Student Achievement and Well-Being to make the decision to close the school. The Principal should include the Manager of Health and Safety, the Extended Day Program Manager, the Facility Services on-call Manager/Supervisor and the Controller of Facility Services in the consultation as needed. Contact should be initiated by phone call and could be arranged as a virtual meeting or conference call.
- 3.6 If the school is to be closed, the Principal will contact Urgent Response (4123) and provide notification of the school closure.
- 3.7 Urgent Response (4123) will initiate the appropriate fan out communication protocols which will alert the appropriate personnel of the school closure and thereby initiate the required communication protocols.