



## Administrative Procedures

<b>AP-906</b>  UTILITIES DISRUPTION	<b>Date of implementation:</b> Fall 2019 <b>Date of update:</b>
	<b>Related Administrative Procedures:</b> <a href="#">AP-410 Physical Safety</a> <a href="#">AP-431 Emergency School Closure</a>

**Purpose:** To detail how to respond in the event of a utilities disruption at a school.

Utility disruptions include:

- power and heating
- water
- telephone/internet services

### 1) General Procedures

The following guidelines should be followed:

- a) During regular school hours, the principal/designate must notify the appropriate Division department of a utility disruption.
- b) If the disruption is longer than five (5) minutes, the Learning Superintendent must be notified.
- c) After school hours, the caretaker must notify the after-hours Facilities call out list in the event of a utility disruption.

### 2) Power and Heating

In the case of a power failure/loss of heat that lasts longer than five (5) minutes:

- a) The administrator will notify Facilities, who will then contact the utility company.
- b) The administrator or caretaker will ensure that all emergency lighting is functioning.
- c) The administrator will notify the Learning Superintendent.
- d) The caretaker will ensure flashlights or portable lighting are available for washroom use and as required.
- e) Power failures disrupt power to the fire alarm. Back-up power supply is approximately three (3) hours. If power has not been restored within two (2) hours, administration will ensure the facility is supervised by staff must continue to supervise the facility.

## 3) Water

In the case of a water disruption:

- a) During regular school hours, the principal or designate must notify Facilities and the Learning Superintendent.
- b) Facilities will contact the local municipality 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.
- c) In the event of a drinking water advisory, the administrator will inform all students and staff that 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 use them. Signage must be placed in washrooms and exterior doors indicating water is not safe for consumption.
- d) When a drinking water advisory is in place, the Facilities Department will deliver water dispensers or bottled water to the school. Students will be asked to bring refillable water bottles to school from home. Saskatchewan Environment Precautionary Drinking Water Advisories (PDWA) should be followed.
- e) Drinking water advisories typically last forty-eight (48) hours.

## 4) Telephone/Internet

In the case of a disruption of internet services:

- a) All administrators should have access to a cellular phone in order to follow safety protocol.
- b) The administrator will inform the Director/designate.
- c) All school personnel must know where an emergency telephone is located in the school facility in case of emergency, with appropriate emergency contacts easily visible and accessible.

## 5) School Closure

The Director or designate will determine if a school closure or evacuation is required due to a utility disruption. Depending on the time of year, weather will factor into the decision-making process to close a school. Please see AP-431 Emergency School Closure for procedures regarding emergency school closure.

## 6) When Utilities are Restored

The Administrator will notify the Learning Superintendent when utilities are restored. The caretaker or designate must confirm the following systems have re-started:

- a) Fire alarm
- b) Boiler

- c) Mechanical fan rooms, compressors, sump pumps etc.
- d) Timers reset for lights, HVAC, etc.
- e) Security system monitoring (contact the Help Desk and request a confirmation of correct time and security status with the security monitoring station).

*References:*

[Saskatchewan Environment Precautionary Drinking Water Advisory \(PDWA\)](#)