

<b>Procedure Title</b>	<b>Power Outage</b>		
<b>Date of Issue</b>	December 19, 2001	<b>Related Policy</b>	BP 3801-D
<b>Revision Dates</b>	September 12, 2012; August 24, 2016; October 24, 2018; October 25, 2021 (housekeeping); August 31, 2022	<b>Related Forms</b>	
<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			
AP 3855-D "Fire Safety Plan"; AP 3801-D "Occupational Health and Safety Program"			

**1.0 RATIONALE**

- 1.1 A power outage is unpredictable, and its duration may range from less than a minute to several days. The objective of this procedure is to plan for a potential power outage and to mitigate the impact on school/site operations while ensuring the health and safety of all occupants.
- 1.2 Electronic procedures will be unavailable during a power outage, and as such, a hard copy of this procedure must be readily accessible in each worksite.

**2.0 DEFINITIONS**

**2.1 Total Power Outage**

A failure on the electrical grid or a failure of board-owned high voltage components such as the building's transformer or main fuses will cause a total school power outage.

Indications of a total power outage include the total loss of the following:

- i. Building lights
- ii. Heat Ventilation Air Conditioning (HVAC)
- iii. Public Address (PA) systems
- iv. Emergency lighting (after approximately 20 minutes of battery operation)
- v. Electronic telephone systems
- vi. Internet service
- vii. Network service
- viii. Fire systems will automatically initiate a trouble alarm to the monitoring station and will remain operational for approximately 24 hours

**2.2 Inconsistent/Partial Power Outage**

A failure of one leg on the electrical grid or the loss of a board-owned school component such as a single main fuse or burnt off primary power wire will cause an inconsistent or partial power outage which will cause the inconsistent operation of electrical equipment.

Indications of inconsistent/partial operation may include the possible loss of the items, as identified in Section 2.1.

**3.0 REPORTING POWER OUTAGES**

- 3.1 The Plant Services Department must be made aware of all power outages as electrical personnel may be required to restart equipment, provide damage repair, and reset programmable equipment.
- 3.2 If the power outage lasts longer than a few minutes the site administrator/supervisor shall report the loss of power to the following:
  - i. The local electricity distributor. Refer Appendix "A"
  - ii. Plant Services Department
  - iii. area superintendent of education
  - iv. health and safety officer
- 3.3 The area superintendent of education shall communicate the power outage to all itinerant staff.

**4.0 PROCEDURE**

**4.1 General**

- i. Unless otherwise specified by the school superintendent/department manager, the worksite shall remain open during regular hours and, if safe to do so, classes/work shall operate as normal. It is the expectation that all staff remain on-site until otherwise directed.
- ii. All persons shall avoid unnecessary movement throughout the building to avoid injury resulting from slips, trips, or falls. During regular business hours, there is typically sufficient natural light to safely remain in place for a period of time.
- iii. Each worksite shall assess where staff and students shall relocate to if they are in an area with no natural light. As certain areas of a building are more appropriate than others to occupy during a power outage, safe areas must be identified and utilized (rooms with natural light, close proximity to washrooms, centralized area for communication purposes).
- iv. Each worksite should consider storing the following supplies in case of an extended power outage: flashlights, battery powered radios, extra batteries, warm blankets, hand sanitizer and some drinking water. These items/batteries should be inspected during the monthly workplace inspection to ensure they are present and in good working order.
- v. Emergency lights only last for approximately one hour, therefore the following, but not limited to, best practices should be kept in mind:
  - Battery operated lights, lamps, or cellular phone flashlights can be used as possible light sources for bathrooms and any other areas that students and staff will need to access when there are no lights.
  - Make sure all staff are aware of plans for any areas where there is no natural light.
  - School phones require power. The principal/site supervisor and staff members shall consider alternate forms of communication if main telephone lines are unavailable out of commission, such as cell phones, two-way radios (unless emergency situation involves a bomb threat/incendiary device), landline telephones (no electrical), or a neighbour's telephone. Identify these in your plan.
  - Communicate with parents/guardians that the phones are not working and establish, through SchoolMessenger and social media, and end of day procedure for communication with office staff regarding safe departures.

- Have on hand, inclement weather alternate/billeting locations – power outages and snowstorms can occur simultaneously.

#### 4.2 Extended Power Outage

- If the failure lasts more than a few minutes it will be necessary to evacuate persons from darkened areas (washrooms, gymnasiums, cafeterias or other areas with no windows or natural lighting) to one of the identified safe zones.
- Administrators/supervisors should ensure their employees are accounted for and are working in a safe/designated area.
- Non-essential electrical equipment, computer equipment and appliances should be turned off or unplugged.
- All light switches should be turned off.
- In secondary science labs, fume hoods shall be closed, and experiments secured. Depending on the experiment at the time of outage, the science area may need to be evacuated due to the fume hoods not operating.
- Elevators should be checked to determine if anyone is trapped inside. Passengers should follow procedures posted in the elevator.
- The use of open flame devices for supplementary lighting is strictly prohibited.
- Refrigerators and freezers should be kept closed throughout the outage to help keep them cold.
- Alternate procedures should be considered for certain site-specific powered equipment in the case of a power outage. (e.g., loss of power to specialized lifting equipment will result in manual person lifts and loss of power to elevators may result in a person's limited access to other floors).

#### 4.3 Building Security

As there will be no power to operate the Public Address (P.A.) system, the worksite must consider how it will manage a lockdown situation. To reduce the risk of an unknown person entering the worksite during an extended power outage, consider the following:

- Lock all external doors and post signs indicating all persons are to enter the building through a designated entrance.
- Assign a staff member to monitor the entrance and only allow students and staff to enter.
- Assign two-way radios to entrance monitor and other key staff (ensure all staff are in the proximity of a worker with two-way radio).
- Use the two-way radio to communicate potential emergencies to all staff.

#### 4.4 Fire

Each building's fire alarm system has back-up battery power that will enable AK Security to continue monitoring the site for a period of time after the initial power outage. It is important to check the fire alarm panels regularly to ensure the system batteries are still working. When the batteries have depleted, AK Security will no longer be able to monitor. At this time **a fire watch must be implemented** (see your Fire Safety Plan (as per AP 3855-D) for the fire watch information).

## **5.0 RETURN OF POWER**

- 5.1 When the power returns to the building the administrator/supervisor shall notify the Plant Services Department, the area superintendent of education and the health and safety officer that power has been restored and ensure the following is completed:
- i. Turn essential equipment back on gradually
  - ii. Wait 10 to 15 minutes before reconnecting other equipment
  - iii. Ensure everything is operating correctly
  - iv. Restock the workplace emergency kit so it is ready if needed again.
  - v. Review the emergency plan with employees
  - vi. Identify what worked, and where improvements can be made.

## **6.0 TRAINING**

Supervisors/administrators shall ensure both the procedure and the building-specific plan are shared with all staff.

**Appendix A  
Hydro Electricity Emergency Numbers**

AREA OF SCHOOLS	HYDRO ONE EMERGENCY CONTACT INFORMATION
<b>Owen Sound Area</b>	1-800-434-1235 <a href="http://www.hydroone.com">Hydro One Storm Center</a>
Alexandra, East Ridge, Hillcrest, Owen Sound District Secondary School	
<b>Meaford Area</b>	
St. Vincent-Euphrasia, Georgian Bay Community School	
<b>Durham Area</b>	
Spruce Ridge	
<b>Chesley Area</b>	
Arran-Tara, Paisley, Chelsey District CS, Bluewater DSB Education Centre	
<b>Warton Area</b>	
Amabel-Sauble, Hepworth, IOESS, St. Edmunds, Bruce Peninsula DS, Peninsula Shores	
<b>Central Grey Area</b>	
Holland-Chatsworth, Keppel-Sarawak, Sullivan, OS Maintenance Shop	
<b>South Grey Area</b>	
Osprey, Beavercrest, Macphail, Grey Highlands, Highpoint, Dundalk-Proton, Egremont, Normanby	
<b>South Bruce Area</b>	
Ripley-Huron, KTTPS	

AREA OF SCHOOLS	WESTARIO POWER EMERGENCY CONTACT INFORMATION
<b>Kincardine Area</b>	Local: 519-507-6937 Long Distance: 1-866-978-2746 <a href="http://www.westario.com">www.westario.com</a>
Huron Heights, Elgin Market, Kincardine District SS	
<b>Walkerton Area</b>	
Hillcrest Central, Lucknow, Mildmay- Carrick, Walkerton	
<b>Hanover Area</b>	
Dawnview, Hanover Heights, JDSS	
<b>Port-Elgin Area</b>	
GC Huston, Northport, Port-Elgin Saugeen Central, Saugeen District	

AREA OF SCHOOLS	OTHER EMERGENCY CONTACT INFORMATION
<b>Town of the Blue Mountains</b>	Local: 705-445-1800 <a href="http://www.epcor.com/outages">www.epcor.com/outages</a>
Beaver Valley CS	