

## **Purpose/Background**

Emergency school closures are significant events. They are to be determined independently in six defined areas within the Division.

## **Procedures**

1. The emergency closure of schools will be independently addressed in each of six areas within the Division by the Superintendent or designate, in consultation with the designated trustee and principal.
  - 1.1 Airdrie area
  - 1.2 Beiseker/Kathryn area
  - 1.3 Chestermere area
  - 1.4 Cochrane/Westbrook area
  - 1.5 Crossfield area
  - 1.6 Springbank/Bragg Creek area
2. The detailed process to be used will be made available to the designated trustee and all principals within the area.
3. The Principal shall be responsible to ensure a staff member, in addition to caretaking staff, is present at the school to make temporary arrangements for the supervision of students.
4. The procedures to be followed by the Service Response Centre on the receipt of “cold weather” calls is outlined in Appendix A to this procedure.
5. Each school must communicate their emergency contingency plan related to inclement weather, with students, staff and parents/guardians on an annual basis.
6. The cancellation of school bus transportation does not necessarily mean that schools are closed.

### *Reference:*

- Section 11, 33, 52, 53, 60, 196, 197, 222 Education Act
- Employment Standards Act
- Occupational Health and Safety Act

## **Appendix A – SERVICE RESPONSE CENTRE – COLD WEATHER CALLS**

### **Purpose/Background**

To set out procedures for handling “no heat” calls in cold weather, to avoid damage to buildings and maintain the safety of students and staff.

### **Procedures**

The Service Response Centre will continue to dispatch personnel as the calls for “no heat” are received. These are either mechanical or electrical. The calls will continue to be prioritized following our established functional categories.

1. Emergency
2. Health and Safety
3. Security
4. Impact on the classroom
5. Preventative maintenance
6. Regular maintenance
7. Planned maintenance
8. Projects

### **Actions to be taken by the Caretaking Staff**

In a “No Heat” situation, the Supervisor of Caretaking is to advise his staff in the schools that they must take actions to prevent possible damage from the cold:

- Close stuck fresh air dampers
- Block off fresh air dampers temporarily until repair is done.
- Make sure unit is shut down (if heating units are left on they will keep trying to run, and will bring cold air into the room).
- Raise the temperature in adjoining rooms or complete school if necessary.
- Temporarily adjust heating schedule to operate longer hours at occupied temperatures.
- Remove some ceiling tiles to allow for warmer temperature above the ceiling
- Block off any cold drafts that may be cooling the room down.
- Turn off any exhaust fans that may be pulling warm air from the affected area in the building.
- Open doors under sinks to prevent possible freezing of plumbing.
- Leave inside doors open so heat will transfer.
- Assist heat transfer by adding fans
- If there are any heaters in the school, place in the affected room

### **Actions to be taken by the Maintenance Staff**

Maintenance staff in the field, and their coordinator, will ensure a “no heat” call in cold weather is followed through and resolved as expediently as possible, hopefully within 24 hours. Resolving a “no heat” call in cold weather may include the following:

1. Assigned staff person resolves the problem. Advises school office and HBO of results, and closes the work order.
2. Assigned staff person cannot resolve the heating problem due to needing parts, needs outside help to trouble shoot problem, access issues, temperature or other working condition issue that requires assistance of another trades person, special equipment, etc. Inform the school office and HBO if possible, and contact trade coordinator.

If assigned staff person has too many calls for “no heat” and will be unable to respond to all calls – he or she advises the Service Response Centre and trade coordinator. Service Response Centre to advise the school office and HBO that there may be a delay in repair, and the reason why. HBO to take the necessary precautions to protect the building until issue is resolved. (See actions to be taken by the Caretaking staff). Coordinator to resolve the issue, which may include some of the following:

- Assigning additional personnel to assist.
- Hire outside contractor to assist or complete “no heat” problem
- Provides a source of temporary heat if possible (electric or propane in some instances).
- Authorize overtime to employee(s) to resolve the problem
- Ensure no damage will occur to room or rooms affected by the “no heat” problem. (Example: plumbing, fire protection)

Coordinator is to ensure that staff is properly prepared to do the work. During dangerously cold weather, if only one room has “no heat”, the Maintenance Department will wait for a “no heat” call involving several rooms or complete facility.