	POLICY NO. ASD-S-411
Anglophone South School District	
UNPLANNED POWER OUTAGE	

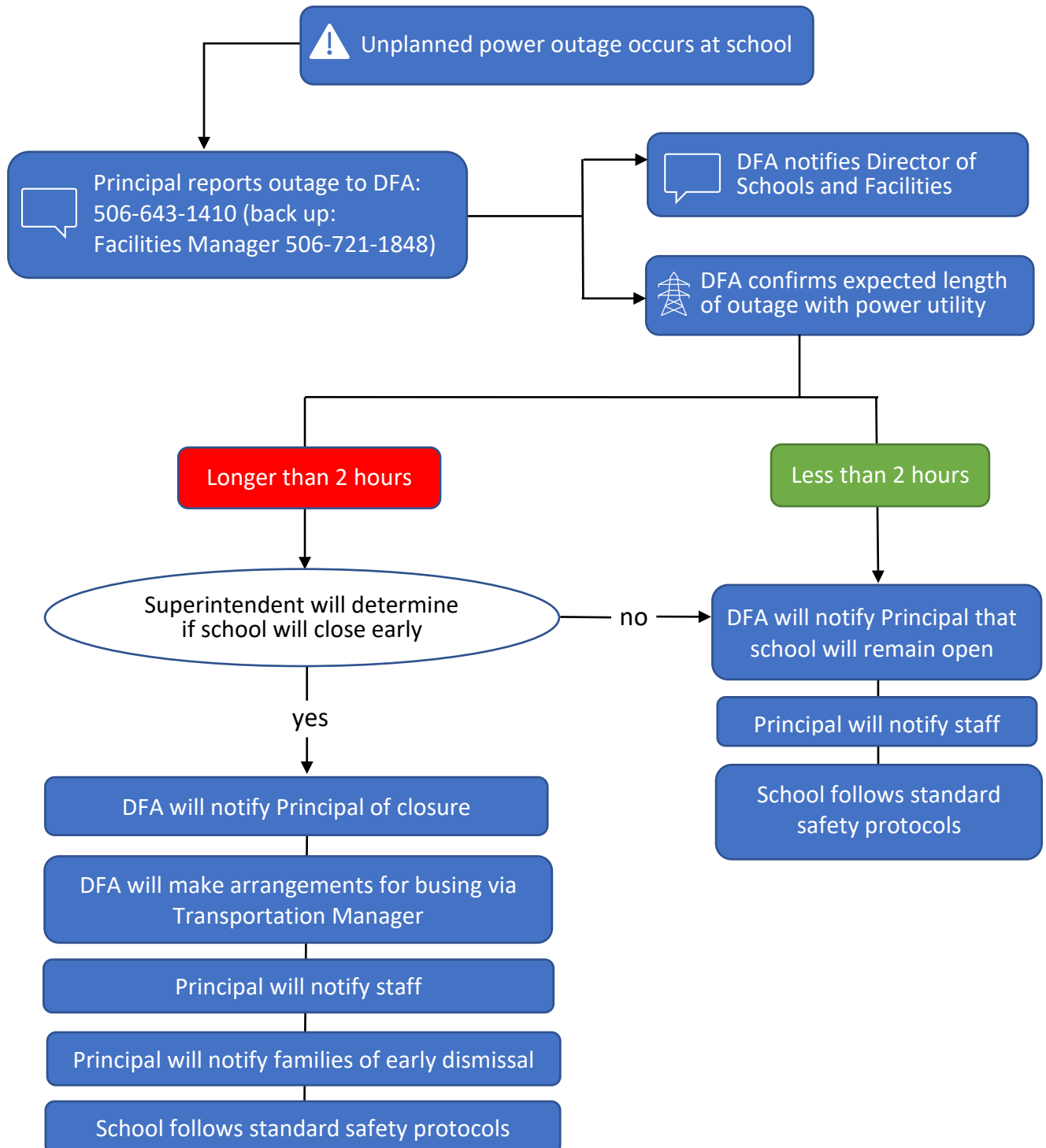| Category	Facilities		
Subject	**Unplanned Power Outage**		
Adopted	**August 2023**	**Revised**	
Policies Used / Referenced			

Purpose

The purpose of this procedure is to plan for a potential power outage and to mitigate the impact on school operations while ensuring the health and safety of all occupants. Electronic procedures may be unavailable during a power outage, and as such, a hard copy of this procedure must be readily accessible.

Procedure

1. In the event of a power outage, the Principal will notify the Director of Finance and Administration (DFA) (back- up is facilities manager).

2. Only the Superintendent may opt to close the school. This decision will be based in part on time of day, busing availability, and use of well versus municipal water. Unless otherwise specified by the superintendent, schools shall remain open during regular hours and, to the extent possible, classes/work shall operate as normal. It is the expectation that all staff remain on-site until otherwise directed.

3. Any coordination of bus transportation that may result from an early dismissal will be managed through the DFA and Transportation Manager. Schools may not reach out directly to bus drivers to coordinate early dismissal of students, as this may impact scheduled runs.

4. Once confirmed, the Principals will notify families of early dismissal. If the Principal does not have means of communicating to the school community due to the outage, the DFA will coordinate with Director of Communications to notify families.

5. It is recommended that school admin have the School Messenger for Administrators app installed on their mobile phone to assist with school-wide or school community communications. (See Appendix A.) In the case of early dismissal, the Transportation Manager will initiate BusPlanner notifications.

UNPLANNED POWER OUTAGE

Process Infographic

⚠ Unplanned power outage occurs at school

💬 Principal reports outage to DFA: 506-643-1410 (back up: Facilities Manager 506-721-1848)

💬 DFA notifies Director of Schools and Facilities

🗼 DFA confirms expected length of outage with power utility

Longer than 2 hours

Less than 2 hours

Superintendent will determine if school will close early — no → DFA will notify Principal that school will remain open

yes

DFA will notify Principal of closure

DFA will make arrangements for busing via Transportation Manager

Principal will notify staff

Principal will notify families of early dismissal

School follows standard safety protocols

Principal will notify staff

School follows standard safety protocols

UNPLANNED POWER OUTAGE

Communications

As per , school admin will notify families of early dismissal.

Message to Families – School closing, early dismissal

Dear (SCHOOL) Families,

This is a message to inform you that (SCHOOL) has lost power and will be closing at (TIME). Buses will be to the school at _____. The school will open tomorrow [*or Monday*] as usual unless you are otherwise notified. We apologize for the inconvenience.

If the school is to remain open, families do not need to be notified, however if the Principal has reason to believe the community requires clarification, due to other school closures or power outages in the community, they may wish to send a communication.

Message to Families – School remaining open, AM (optional)

Dear (SCHOOL) Families,

This is a message to inform you that (SCHOOL) has lost power. Facilities have informed us that we can expect power to return shortly. The school is safe and we are remaining open. Dismissal will be at the regular time. We will notify you if this situation changes.

Message to Families – School remaining open, PM (optional)

Dear (SCHOOL) Families,

This is a message to inform you that (SCHOOL) has lost power. The school is safe and we are remaining open. Dismissal will be at the regular time.

Standard Safety Protocols

1. **Prior to an unplanned power outage:**
   i. Each classroom or learning space should be equipped with a flashlight/lantern or a quantity be made readily available. Every school must have a bullhorn. These items should be inspected regularly to ensure they are present and in good working order.

   ii. There will be no power to operate the Public Address (P.A.) system or manage building entrance security.
      a. Each school shall have a communication plan for sharing information to staff. This may be designating individuals who immediately report to the office and then act as messengers throughout the building, or programing staff mobile phone numbers in their phone or School Messenger for Administrators app, for example. Share this plan with staff in advance.

    b. The school must consider how it will reduce the risk of an unknown person entering the school and how a lockdown or hold-and-secure situation would be communicated.

   iii. Each school shall assess where staff and students should relocate if they are in an area with no natural light. Certain areas are more appropriate than others to occupy during a power outage, such as rooms with natural light, close proximity to washrooms, centralized area for communication purposes, or outdoors during temperate weather.

   iv. School ESST shall make a plan for any students they believe may need special accommodation in the event of a power outage, for example those who may experience dysregulation due to the change in routine or who require mobility support due to loss of elevator use.

2. During an unplanned power outage:

   i. School administration must model calm for staff and students, and be a presence in the building, checking classrooms and providing updates as possible.

   ii. The use of open flame devices for supplementary lighting is strictly prohibited.

   iii. Avoid unnecessary movement in the building to avoid injury. During regular school hours, there is typically sufficient natural light and adequate temperature to safely remain in place as required.

   iv. If flashlights or lanterns are kept in centralized location, distribute to staff throughout the building as needed.

   v. Evacuate persons from darkened areas (washrooms, gymnasiums, cafeterias or other areas with no windows or natural lighting) to one of the identified safe zones as per *4.1 iv*.

   vi. Check elevators to determine if anyone is inside. Passengers should follow procedures posted in the elevator.

   vii. Ensure fume hoods in science labs are closed and experiments secured. Depending on activities occurring at the time of outage, the science area may need to be evacuated. There may not be sufficient airflow to ventilate the fume hood and provide operator protection.

   viii. During a power outage, the fire alarm system will not operate. A fire watch must be implemented. A member of staff, or multiple in large buildings, must inspect the entire facility approximately every hour, for the purpose of detecting a fire or fire risk. Additionally, to check for broken pipes or leaks, and to monitor for any premature failures of emergency lighting.

Fire Watch Log

School:		Date:
Time	**Initial**	**Issues**

SchoolMessenger Admin App

Getting Started

Once you've installed the SchoolMessenger Admin app from the App Store, tap on the **SchoolMessenger** icon to begin.

The first time you log in, you will need to enter your Customer ID. Your customer name is: anglophonessd

If prompted to add your Microsoft credentials, select **Login Options**, and choose **Standard Login**.

The username and password that you use to log in to the desktop version of School Messenger should be entered into the **Username** and **Password** fields. Once entered, press **Login** to proceed.

Sending a Message

Just like sending a job online, you will need to choose a list, make a message, and schedule delivery. Select **Create and Send**. It contains these options:

Type: Tap this to select the type of job you're sending (General, Emergency, etc.).
Lists: You may select from any of your saved lists by tapping here.
Message: Tap here to create a new message. You may create Phone, Email, and SMS messages.
Options: Tap here for scheduling and recipient reply options.
Name: Enter the name of the job.
Send: Once all of the job components are selected, you'll tap this to send the job