



## SD #10 (Arrow Lakes) District Protocol

### Winter Conditions and Power Outage Temporary School Closure

#### Overview:

We live in a rural area where winter conditions and power outages present situations where sometimes schools may be temporarily closed. Under the School Act, it is only the Superintendent who can make the decision to close schools.

The district's primary concern is student safety. The Superintendent of Schools closes schools only when student safety is at issue. Likewise, the decision to cancel bus runs is made on the basis of hazardous road conditions which may impact safety. In some winter conditions or during power outages, student safety may actually be ensured if students remain at school as they can be supervised and learning can proceed.

#### Safety Procedure Checklist

1. Early in the fall, principals shall advise parents and staff of winter conditions and power outage procedures and means of communication in such an event.
2. Parent and staff phone trees, social media or alternate means of communication will be established at each school.
3. First Aid person trained, and updated First Aid kits will be in place at each school.
4. Flashlights and batteries will be checked for operation in each school office.
5. Students will be advised to have extra winter clothing at school.
6. IT Manager will ensure that phone lines are accessible at every school at the start of the school year and regularly throughout the school year.
7. Cell phones will be charged and ready for use by school district staff including principals, maintenance staff, senior staff, and bus drivers on remote runs.

#### Snow and Winter Conditions Procedures:

##### Temporary School Closure

8. In consultation with the Manager of Operations and principals/head teacher, the Superintendent will assess road and winter conditions.
9. The assessment will consider highway access for emergency vehicles, snow conditions and safety measures in place at each school in the district.
10. By 6:30 am, the Superintendent/Secretary-Treasurer will make a decision on school closure.
11. Superintendent will call or text Director of Learning to activate Principal/Vice-Principal phone tree.
12. Principals will contact school secretary or designate and activate parent phone tree or communication plan at each school.
13. Manager of Operations and Transportation will contact bus drivers and maintenance staff to advise.

14. School closures will be posted on the district website under *Recent News* by 7 am by Superintendent/ST and broadcast on local radio stations by Director of Learning. (CBC-Kelowna 250-861-3781 and KBS 250-368-5510).

### **Bus Run Temporary Cancellation**

15. In consultation with the Manager of Operations and principals/head teacher, the Superintendent will assess road and winter conditions.
16. The assessment will consider road conditions and bus safety on highways and secondary roads as well as bus turn around areas.
17. By 6:30 am, the Superintendent/Secretary-Treasurer will make a decision regarding whether to cancel busses.
18. Superintendent will call or text Director of Learning to activate Principal/Vice-Principal phone tree.
19. Principals will contact school secretary and activate parent phone tree at each school.
20. Manager of Operations will contact bus drivers, custodial and maintenance staff to advise.
21. School bus run cancellations will be posted on the district website <http://sd10.bc.ca> under *Recent News* by 7 am by Superintendent/ST, and broadcast on local radio stations by Director of Learning. (CBC-Kelowna 250-861-3781 and KBS 250-368-5510).

### **Power Outages:**

#### **Power out during the school day**

22. Protracted power outages resulting in no heat or light in the school will be assessed by the Superintendent/Secretary-Treasurer in consultation with the Manager of Operations.
23. ***In general, if school is already in session and a power outage occurs during the school day, schools will remain open, with regular bus runs occurring in the afternoons.*** Students are safely supervised at school.
24. Warm clothing for children is to be kept in classrooms or hallways.
25. Flashlights are located in each school office and should be used if necessary.
26. Emergency lights will run for a period of 30 min or more during an outage as per BC Building Code. Inspections are done annually.
27. One phone line is accessible at each school for parents to call in or the school out – that is the school fax line.
28. Classes will be in session during power outages with adaptations for conditions.

#### **Power out the night or day before**

29. ***Should the power be out during winter on the day or evening before, and, BC Hydro forecasts indicate that the power will not be on till significantly later the following day, then it is likely that schools will be closed.***
30. By 6:30 am, the Superintendent/Secretary-Treasurer will make a final decision on school closure in consultation with the Manager of Operations.
31. Superintendent will call or text Director of Learning to activate Principal/Vice-Principal phone tree.
32. Principals will contact school secretary and activate parent phone tree at each school.
33. Manager of Operations will contact bus drivers, maintenance and custodial staff to advise.
34. School closures will be posted on the district website <http://sd10.bc.ca> under *Recent News* by 7 am by Superintendent/ST and broadcast on local radio stations by Director of Learning. (CBC-Kelowna 250-861-3781 and KBS 250-368-5510).

## **Employee Procedures in Event of Power Outage or Winter Conditions:**

All employees are required to report to their usual work site in the event of winter conditions or a power outage with the following exceptions:

### **If a school is closed**

35. Where a school has been closed and such information posted on the school district website as well as broadcast on the radio, employees *may* not be required to report to work. Instead, if other schools remain open, employees *may be temporarily re-assigned* to another work site or school.
36. Employees should contact their direct supervisor and may be re-assigned to a school or work site closer to their home.
37. ***Should all schools in the district be closed*** and such information be posted on the district website <http://sd10.bc.ca> under *Recent News*, and broadcast on local radio, ***employees will not be required to report to work***. In this case, ***each employee is required to call, email or text their direct supervisor to advise that they are aware of the school closure and that they are choosing to stay home for safety reasons***.
38. One district employee at each school is to be assigned by the Principal to post a sign on the school's main entrance stating that the school is temporarily closed due to winter conditions or power outage.

### **Power Outage – Custodians**

39. If the power at a school goes off during the day, all custodians are required to report to work as usual, to perform basic cleanliness duties until the school is dark and then to set alarms and ensure school security.
40. If power goes out during the evening after the sun has set, custodians are to stay in their site for at least 30 minutes, and to perform basic cleanliness and their security duties. In this situation, the custodian is to notify their supervisor before going home.
41. Specific duties and procedures in the event of a power outage are reviewed with custodians by the Manager of Operations.

### **TOC or Casual CUPE Staff**

42. If a Teacher on Call or Casual CUPE employee has been booked and entered into SDS for a day when schools are closed due to power outage or winter conditions, that employee will be paid for the day.

### **Scheduled Leaves of Absence**

43. In the event of school closure due to winter conditions or power outage and where employee absences were scheduled in advance for the purposes of vacation, medical appointments, or illness, employees will have appropriate deductions made to their sick bank or vacation accrual.