

FACILITIES

Policy 707-R (previously Policy 907-R)

Post Disaster Procedures

In the event of a disaster such as a fire, flood, or structural failure of a building, the Superintendent or designate will be in charge following the immediate response of on site school authorities and Civic emergency personnel. It is understood that the first priority is to ensure that the premises are made safe and free of any known health hazards.

The Superintendent of Schools or designate shall:

- 1) Isolate and secure the site from trespass by unauthorized personnel;
- 2) Notify appropriate senior staff and the Board of Education (Richmond);
- 3) With the assistance of the district Health and Safety Officer, City Fire and Health Department Officials, identify all potential health hazards; and
- 4) Eliminate or correct the cause of the hazard(s) prior to granting general access.

Procedures to be followed:

- 1) Consult with the President or designate of each union for each of the employee groups and school administration.
- 2) Consult experts (e.g. Fire Department, appropriate WCB officers, environmental consultants and Health Department) to ensure that proper procedures are followed before normal activities are resumed.
- 3) Consult with the President or designate of each union and the parent advisory council chairperson or designate prior to occupation of the premises in order to prepare for resumption of normal activities. Employee groups, parents and students will be kept fully informed until resumption of normal operations.
- 4) The Superintendent or designate shall continue to monitor, in consultation with the Health and Safety Committee, the building conditions for a minimum period of 60 days.
- 5) If a disaster involves:
 - (a) the death or critical injury of an employee
 - (b) a major structural failure or collapse of a building
 - (c) the major release of a toxic or hazardous substance the Superintendent of Schools or designate will notify the Worker's Compensation Board immediately.

If the disaster involves:

- (a) the death or critical injury of an employee
- (b) a major structural failure or collapse of a building
- (c) the major release of a toxic or hazardous substance
- (d) any circumstance which did not involve but had the potential for causing serious injury

the Superintendent of Schools or designate will initiate an investigation. The purpose of the investigation will be to determine the causes of the disaster, and to develop recommendations for corrective actions to prevent similar emergencies. The investigation committee will be composed of, but not limited to: the School Principal or designate, the school district Health and Safety Officer, a CUPE Health and Safety Committee Representative, and an RTA Health and Safety Committee Representative.

ADDITIONAL CROSS REF: Workplace Hazardous Materials Information System (WHMIS)

- Material Safety Data Sheets
- Science - Jr. and Sr. Secondary
- Art and Science - Elementary
- Art - Secondary
- Industrial Education - Secondary

Workers' Compensation Board of B.C.I.H. & S. Regulation 6.02, 6.04, and 6.06.