

ADMINISTRATIVE PROCEDURES

SUBJECT: Emergency Contingency Plan for Boil Water Order

The local Health Units for Lambton and Chatham-Kent are the governing authorities that would issue the "Boil Water Order" to the Board for our schools on municipal water systems. Specific health-related questions are to be directed to the local Health Unit.

In the event that such an order is issued, immediate action is required to ensure the health and safety of our staff and students during the period of the order.

Please note that if orders are issued in an area covering a large population (i.e., City of Chatham or City of Sarnia), potable water may not be able to be delivered due to the size of the population involved and the extent of the problem in the community. At this point, the governing City/Municipal Emergency Plan would most likely govern the situation, and the school may have to be closed as a result.

Our Emergency Contingency Plan includes the following immediate steps to be executed wherever potable water can be provided.

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| Custodial Staff | 1. | Restrict tap access to all classroom sinks and drinking fountains (i.e., close water shut-off valves where possible, duct-tape taps to OFF position, secure caution tape across drinking fountains, etc.). Sinks in washrooms will continue to be used for cleaning purposes, under close supervision of staff where necessary, and on the advice of the local Health Units. Students will be instructed <u>NOT TO CONSUME THE WATER</u> from these sources, and a sign will be posted in the washrooms indicating that the water is not to be consumed. |
| School Principal | 2. | Arrange with Building Services Department for the immediate delivery of potable water from the supplier as per an emergency pre-arranged procedure issued to the supplier. If potable water cannot be provided, the school Principal and the school Superintendent may determine that the school should be closed. In most cases where the orders do not cover a large area (i.e., City of Chatham/City of Sarnia), potable water will be able to be provided as per the pre-arranged procedure issued to a supplier. |

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| Custodial Staff | 3. | Post all exterior entrances with a copy of the Health Warning Notice. |
| School Principal | 4. | Meet with all staff and students to communicate emergency procedures for drinking water, washing hands, and general washroom hygiene. |
| | 5. | Issue any specialized procedures to staff (e.g., cleaning procedures for custodians, food preparation restrictions for food service staff). |
| | 6. | Notify both the school Superintendent and the Board's Health and Safety Officer. The Health and Safety Officer will communicate with the local Health Unit regarding the extent of the advisory. |
| | 7. | Communicate to the students' families, using the memo attached as Appendix A. |
| | 8. | Ensure that during the "Boil Water Advisory", site water is only used for flushing toilets, washing hands and cleaning purposes, unless otherwise advised by the Health Unit. |

Implementation Date: November 15, 2000

Revised: April 4, 2022

Reference: Health and Safety Act

APPENDIX A(School Letterhead)

MEMO TO: Staff and Parents

FROM: (Name), Principal
(School)

DATE:

RE: Boil Water Advisory

The local Health Unit and Public Utility Commission have given a BOIL WATER ADVISORY for our community. To ensure the health and safety of all persons in the school, we have developed the following general procedures. In large municipalities (e.g., Sarnia or Chatham), specific procedures will be issued directly from the local Health Unit. These procedures will be in effect until the directive is lifted and all water lines have been flushed in accordance with the Local Health Unit directions.

1. We have arranged for potable water to be supplied to the school for drinking purposes. I will direct the distribution of the potable water.
2. All drinking fountains will be turned OFF. It is imperative that **NO MUNICIPAL WATER IS CONSUMED BY ANYONE.**
3. All water taps will be off limits until the directive is lifted, except for cleaning purposes, unless otherwise directed by the Health Unit.

These procedures will ensure that our school continues to be a healthy, safe environment for our staff and students. Your cooperation and assistance are greatly appreciated.

If you would like more information, please call me or speak to the Health and Safety Representative at this school: (*contact name, phone xxx-xxxx*).