

Procedure Title	Emergency Use of Board Facilities During a Disaster		
Date of Issue	October 18, 2016	Related Policy	BP 2806-D
Revision Dates		Related Forms	
Review Date		Originator	Administrative Council
References			

Procedure:

1.0 RATIONALE

Bluewater District School Board (BWDSB) recognizes that there may be disasters affecting a community or communities in or around Grey and Bruce Counties which would necessitate the use short-term use of board facilities.

2.0 PROCEDURE

- 2.1 The request for emergency temporary use of board facilities will be made to the Director of Education, or designate, and will provide the following information:
 - i. Official contact person for the group making the request;
 - ii. Nature of the emergency/disaster;
 - iii. When accommodation will be required and for what duration;
 - iv. Number of individuals to be accommodated; and
 - v. Nature of accommodation and/or services required (e.g., cafeteria, auditorium, heating, telephones etc.).
- 2.2 To every extent possible, emergency use of board facilities will not interfere with the normal operation of the facility. The nature and duration of the accommodation and services provided shall be such as to cause the least possible disruption to educational programs.
- 2.3 The group requesting the use of board facilities must agree to seek a permanent alternative solution as soon as possible.
- 2.4 Services, equipment and furniture will be provided by BWDSB only to the extent that they are available at the board facility/facilities at the time of the accommodation.
- 2.5 If requested by BWDSB, the group being accommodated will provide their own qualified personnel to organize, supervise and, if required, to provide medical assistance to displaced individuals during their accommodation in board facilities. Supervision procedures must be conducted in accordance with municipal and BWDSB fire, safety and health regulations, policies and procedures.

- 2.6 All costs, both direct and indirect, relating to the provision of accommodation and/or services shall be the responsibility of the requesting group, to be determined by the Director of Education, or designate.
- 2.7 The group requesting the use of board facilities agrees to indemnify and hold harmless Bluewater District School Board for damages or legal liability arising from their negligent acts while using the school premises for the specified purpose and agrees to name the school board as an additional insured under their comprehensive general liability insurance policy.
- 2.8 The Director of Education will report the following information to the Board of Trustees at the earliest opportunity following the emergency use of a facility in an emergency:
 - i. The group utilizing the facility;
 - ii. The nature of the emergency/disaster;
 - iii. Facility/facilities being used; and
 - iv. Duration of use.