

Power Outage

Determine if there is a need to Evacuate the school, seek shelter, or stay put. Most power losses are short term and occupants are safer if they remain in place.

Power Lines down in area:

- Have staff members posted in the area of the downed power lines to prevent students from going near them if it is safe to do so
- Call 911 requesting assistance
- Notify BOE / Superintendent's Office

During Outage:

- Immediately report the power outage to BOE/Superintendent
- Communicate with staff and update them on the status of the outage
- Verify that emergency equipment (e.g. lighting, alarm systems etc.) are operating
- Contact computer room personnel so that they can start power down procedures
- During the power outage, shut down all non-essential equipment

After Power is Restored:

- Activate the "ALL CLEAR" signal and provide verbal instructions
- Slowly turn on lights and equipment to avoid overtaxing the power immediately

Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of school personnel with internal and external responders • Use available resources to assist responding agencies as required • Prepare for possible Evacuation of the school or Early Dismissal • Work with Maintenance Department and local utilities to determine the estimated time power outage
Head Custodian	<ul style="list-style-type: none"> • Direct the shutdown of utility lines or systems appropriate for the emergency • Coordinate efforts with the Maintenance Department and public utilities • Prepare to assist first responders with manpower, materials and equipment • Re-activate utilities and systems when appropriate with assistance from the Maintenance Department
School Nurse	<ul style="list-style-type: none"> • Assist the IC with an Early Dismissal or Evacuation procedures
School Counselor	<ul style="list-style-type: none"> • Follow school protocol to support students with disabilities and emotionally vulnerable students • Determine if mental health response team is needed to support distressed students.
School Resource Officer	<ul style="list-style-type: none"> • Assist the IC with an Early Dismissal or Evacuation procedures
Evacuation Coordinator	<ul style="list-style-type: none"> • During an emergency, the Evacuation coordinator should effectively communicate all information to the IC
Reunification Coordinator	<ul style="list-style-type: none"> • Assist the IC with an Early Dismissal or Evacuation procedures

POWER OUTAGE - FLOW CHART

