



XXXX: POWER OUTAGE PROCEDURES FOR CUSTODIANS (AP)

Approved: 24 11 12

ADMINISTRATIVE PROCEDURE

In the event of a power outage, custodians will follow this procedure.

POWER IS OUT UPON ARRIVAL

Single location positions – If the power is out at your worksite when you report to work:

- Secure your area once staff and students have left
- If safe to do so, use natural light to complete cleaning tasks that do not require power. If conditions are too dark to work safely, remain in a safe area of the school (main entrance, admin offices, etc.) where emergency lights are present.
- If the power has not been reestablished after four hours of your arrival, ensure your area is secure, contact your team lead and leave for the day.

Multiple location positions – If the power is out at your worksite when you report to work:

- If safe to do so, use natural light to complete cleaning tasks that do not require power. If conditions are too dark to work safely, report to another of your assigned areas and attempt to work. If the power is out secure the location and move onto your next location if one exists. If all locations are without power and natural light is absent, remain in a safe area of the school (main entrance, admin offices, etc.) where emergency lights are present.
- Report your location to team lead
- If the power has not been reestablished after four hours of your arrival ensure your area is secure, contact your team lead and leave for the day.

POWER GOES OUT AFTER ARRIVAL

Single location positions – If the power goes out at your worksite during your shift:

- Secure your area once staff and students have left
- If safe to do so, use natural light to complete cleaning tasks that do not require power. If conditions are too dark to work safely, remain in a safe area of the school (main entrance, admin offices, etc.) where emergency lights are present.
- If the power has not been reestablished after four hours of your arrival, ensure your area is secure, contact your team lead and leave for the day.

Multiple location positions – If the power goes out at your worksite during your shift:

- If safe to do so, use natural light to complete cleaning tasks that do not require power. If conditions are too dark to work safely, report to another of your assigned areas and attempt to work. If the power is out, secure the location and move onto your next location if one exists. If all locations are without power and natural light is absent, remain in a safe area of the school (main entrance, admin offices, etc.) where emergency lights are present.
- Report your location to team lead
- If the power has not been reestablished after four hours of your arrival, ensure your area is secure, contact your team lead and leave for the day.
- Spring and Summer provide favorable climate and lighting – continue with work than can be completed safely. Clean bathrooms and garbage removal are top priority in the event the power is out for a prolonged period.

Late Fall and Winter provide a less favorable climate and darker conditions. Emergency, lighting batteries only last about 20 mins. In the event of a prolonged power outage, custodians may be instructed to put away their custodial carts and remove the garbage before being sent home.

RESOURCES AND REFERENCES

Pacific Rim School District – XXX: Power Outage Procedures For Custodians (P)

Pacific Rim School District – 3000: School Closure – Adverse Weather & Power Outage (AP)