

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Extreme Weather Response	816
Directional Policy	
Healthy Schools and Workplaces	
Last update November 8, 2019	

TITLE OF ADMINISTRATIVE PROCEDURE:

Extreme Weather Response

DATE APPROVED:

November 19, 2019

PROJECTED REVIEW DATE:

2024

DIRECTIONAL POLICY ALIGNMENT: This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy by providing guidelines to be used when responding to extreme weather conditions at our schools and workplaces.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN: The Extreme Weather Response Administrative Procedure supports our Vision of achieving excellence in Catholic Education by ensuring our structures, processes, relationships and actions reflect our Gospel values and Catholic Social Teachings. This vision calls the Board to these Strategic Priorities:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

1. Preamble:

- This Administrative Procedure will address extreme weather response and the guidelines to be followed to ensure safe conditions for staff and students during times of extreme weather.
- With the exception of a minimum indoor temperature of 18°C, applicable in most indoor workplace settings in Ontario, there is no mandated temperature (high or low) that requires employers to remove employees from the workplace. According to the Occupational Health and Safety Act, it is the responsibility of employers and supervisors to take every precaution reasonable in the circumstances for the protection of a worker.
- For the purpose of this Administrative Procedure, the following authorities will be considered the primary source of official information for all temperature related facts i.e. humidex, air quality health index (AQHI), wind chill, and temperature, when determining the need to make a decision regarding the safety of students and staff during an extreme weather event:
 - Government of Canada- Environment and Natural Resources (Environment Canada)

<https://www.canada.ca/en/services/environment/weather.html> also available on the WeatherCAN App and AQHI App on a mobile device

- Local Public Health Authorities (ex. Peterborough Public Health, Durham Region Public Health, Haliburton, Kawartha Pine Ridge District Health Unit)
- Local Conservation Authorities (ex. Otonabee Region Conservation Authority, Lower Trent Conservation, Ganaraska Region Conservation, Central Lake Ontario Conservation Authority, Kawartha Conservation)

2. Procedure:

- Principals, Vice-Principals, Managers and Supervisors will ensure an Extreme Weather Action plan is developed and implemented for their staff and students. Some examples of control measures/responses that can be put in place to minimize potential effects of exposure are:
 - a) To mitigate heat stress:
 - The Extreme Weather Action Plan for Hot Weather will be initiated when
 - i. The humidex reaches or exceeds 35°C;
 - ii. Heat waves occur during three consecutive days reaching temperatures of 32°C or higher;
 - iii. There is a smog alert combined with higher temperatures; or
 - iv. There is an Environment Canada Humidex advisory in regards to ambient air temperatures exceeding 30°C and a humidex rating which exceeds 40°C
 - Supervisor to monitor Environment Canada/ Local Public Health for a Heat Warning when there is elevated heat and humidity: the mix of hot and humid weather is known as the Humidex;
 - Encourage staff and students to drink plenty of cool fluids regularly (do not wait for the body's thirst mechanism to kick in before drinking water). It is best to avoid drinking caffeinated products;
 - Encourage staff and students to avoid strenuous physical activity;
 - Encourage staff and students to wear light weight, loose fitting, light coloured and breathable clothing;
 - Encourage staff and students to avoid direct exposure to the sun where possible, wear a hat and sunglasses, and apply sunscreen;
 - When possible, alter time of day for physically demanding tasks and activities and/or reduce physical activities/ work
 - Where necessary, alter schedules for staff/students performing strenuous/ physically demanding activities. (see Appendix A);
 - When indoors in a non-air conditioned building, encourage staff and students to use all appropriate strategies to keep buildings cool;
 - Portable fans that meet CSA Group certification and are plugged directly into a wall outlet may be used;

- Where cooling rooms are available, groups of students and staff should be rotated into these rooms;
 - Operable windows may be opened in the morning when it is cool outside to allow air to circulate where effective and closed as it starts to get hot outside. Drapes and windows may be closed to reduce direct sunlight;
 - Classroom lights and computers may be turned off if not needed;
 - For extreme heat warnings (Humidex values over 40°C), Facility Services shall monitor and maintain building ventilation/ existing cooling systems and consider any applicable adjustments to system operations/ running times as may be applicable based on the extreme heat weather event. Consideration may be given to adjusting HVAC system schedules to allow them to be left on to allow cooler night air to come in.
 - Additional controls to prevent exposure to high temperatures may be required for vulnerable individuals such as staff and students with special needs or medical conditions.
- b) In the event of an Air Quality Health Index higher than 7:
- For an air quality health index higher than 7, strenuous outdoor activities for staff and students at risk due to health conditions should be rescheduled. Consideration should be given to reducing or rescheduling strenuous outdoor activities for the general population.
 - For an air quality health index above 10, avoid strenuous outdoor activities for staff and students at risk due to health conditions. Strenuous outdoor activities should be reduced or rescheduled for the general population.
 - People with heart or breathing problems are at a greater risk and additional precautions may be required to manage their condition
- c) To mitigate cold stress:
- Establish 'warm areas' for lunch and work/rest breaks;
 - Encourage the use of warm clothing for outdoor work/play that is appropriate for the task, the temperature, and the weather conditions;
 - Encourage staff and students to wear multiple layers and to cover exposed skin (ex. hats, scarves, mittens)
 - Encourage staff to wear appropriate footwear if working conditions are also wet/icy/slippery;
 - Follow schedule for cold work/play conditions (see Appendix B)
- d) In the event of thunderstorm watch/ warning or lightning strikes:
- The outdoor activity facilitator/ "in-charge" person must take necessary precautions to protect staff and students;

- When lightning is seen or thunder is heard, immediately suspend outdoor activities and have staff and students take shelter in a protected area
- e) In the event of high water/ flood advisory:
- When issued by the local conservation authority, take appropriate precautions to maintain the safety of staff and students.
- f) In the event of high winds:
- A wind warning will be issued by Environment Canada when the threshold criteria of 70 km/h or more sustained wind and /or gusts to 90 km/h or more is met;
 - When wind speeds are greater than 40 km/h, suitable precautions should be taken to ensure staff and student safety. Activity is to stop and/or be moved indoors when effect of wind poses a risk to participants. Suspend any activities at elevations (ex. activity on a roof/ladder) until wind speeds have subsided;
 - When wind speeds are between 50-69 km/h, outside activities should be avoided.
 - Suspend outdoor activities if a wind warning has been issued (wind speeds of 70 km/h or gusts of 90 km/h)
 - During periods of increased wind it is advisable to use protective eyewear for any outdoor activity due to the increased movement of dust/debris.
- g) In the event of a tornado warning:
- See the school emergency response plan for planned response
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- Principals, Vice-Principals, Managers and Supervisors will refer to Appendices A and B for information on appropriate hot and cold weather response and when it is appropriate to discontinue work/play due to extreme weather.
 - Principals, Vice-Principals, Managers and Supervisors will post information on the symptoms of heat and cold stress and assist staff and students in seeking first-aid or medical attention, as appropriate and required, if they suffer from such symptoms. (See Appendix C and Appendix D).
 - Staff will regularly receive information and instruction regarding this Administrative Procedure.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Healthy Schools and Workplaces Directional Policy;
- Reviewing this Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for the implementation of and compliance with the Administrative Procedure.

Superintendents are responsible for:

- Ensuring Principals are consistent with the application of this Administrative Procedure;
- Ensuring that any employee for whom they have supervisory responsibility are aware of this Administrative Procedure;
- Development and initiation of an Extreme Weather Action Plan for their facility/staff, where applicable;
- Maintaining an awareness of the contents and requirements of this Administrative Procedure;
- Maintaining an awareness of control measures and responses to extreme weather;
- Identifying signs /symptoms of heat/cold related illness and assisting affected staff in seeking appropriate first aid or medical treatment.

Superintendent of Human Resource Services is responsible for:

- Implementing and operationalizing this Administrative Procedure;
- Ensuring the regular provision of information and instruction regarding this Administrative Procedure.

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Development and initiation of an Extreme Weather Action Plan for their staff and students;
- Maintaining an awareness of the contents and requirements of this Administrative Procedure;
- Posting Appendices C and D to this Administrative Procedure on the Health and Safety Bulletin Board in each facility;
- Monitoring local weather conditions;
- Implementing the guidelines outlined within this Administrative Procedure where appropriate;

- Maintaining an awareness of control measures and responses to extreme weather;
- Identifying signs /symptoms of heat/cold related illness and assisting affected staff or students in seeking appropriate first aid or medical treatment.
- Referring to Appendices A and B for information on appropriate hot and cold weather response and when it is appropriate to discontinue work/play due to extreme weather.
- Ensuring that any employee for whom they have supervisory responsibility are aware of this Administrative Procedure.

Facility Services are responsible for:

- For extreme heat warnings (Humidex values over 40°C), Facility Services shall monitor and maintain building ventilation/ existing cooling systems and consider any applicable adjustments to system operations/ running times as may be applicable based on the extreme heat weather event. Consideration may be given to adjusting HVAC system schedules to allow them to be left on to allow cooler night air to come in.

Staff are responsible for:

- Adhering to this Administrative Procedure;
- Following the Extreme Weather Action Plan developed for their facility/staff;
- Participating in staff training or in-service in relation to this Administrative Procedure;
- Immediately reporting to their supervisor an illness or occurrence of Heat or Cold stress;
- Identifying signs /symptoms of heat/cold related illness and assisting affected staff or students in seeking appropriate first aid or medical treatment.

PROGRESS INDICATORS:

- Health and Safety Bulletin Boards will display Appendices C and D to this Administrative Procedure;
- Training records will show that staff have received regular information and instruction in relation to this Administrative Procedure;
- First Aid responders in Board facilities will be trained to identify and respond to heat/cold related illnesses.

DEFINITIONS:

Air Quality Health Index- The Air Quality Health Index (AQHI) is a scale designed to communicate the health risk posed by air pollution. The scale, from 1-10+, suggests steps we can take to reduce our exposure. The higher the number, the greater the risk, and the need to take precautions.

Humidex- The term “humidex” is short for humidity index. It is an equivalent scale intended for the public to express the combined effects of warm temperatures and humidity. Environment Canada uses humidex ratings to inform the general public when conditions of heat and humidity are possibly uncomfortable.

Wind Chill- The Wind Chill Index is expressed in temperature-like units which equate the combined effect of wind and temperature. In Canada, the Wind Chill is provided on a Celsius scale, but is reported without the degree sign as it is not a real temperature, but rather represents a perceived feeling of cold on the skin.

APPENDICES:

[Appendix A](#)- Extreme Weather Conditions- Heat Response

[Appendix B](#)- Extreme Weather Conditions- Cold Response

[Appendix C](#)- Hazards of Extreme Heat

[Appendix D](#)- Hazards of Extreme Cold

Extreme Weather Action Plan- found on the [E-Base Online](#) System in Logs

REFERENCES:

- Ministry of Education [Memorandum 2019: B12](#)- Provincial Working Group on Safety- [High Temperature Guideline](#) (Guideline Version September 12, 2018)
- PVNC AP 514- Reporting to Work on Inclement Weather Days
- PVNC AP 904- Lockdown Procedures
- [“Managing Heat Stress at Work”](#), June 28, 2019 update
- [“Guideline No. 33: Working in Extreme Temperature Conditions: Safety Guidelines for the Film and Television Industry in Ontario”](#), ISBN: 978-4249-9952-1, Issued June 2009, Review Date August 2010
- [“Wind Chill- The Chilling Facts”](#), Environment Canada Fact Sheet, ISBN 978-0-662-47625-2