
Date of Issue	November 2022
Original Date of Issue	January 11, 2006
Subject	EMERGENCY USE OF FACILITIES
References	Policy 2340 – Community Use of Facilities
Contact	Manager of Operations

1. Background

It is the intent of the Simcoe County District School Board (SCDSB) that in the event of an emergency affecting the community in or around Simcoe County, that all schools and the Education Centre will be made accessible for use. The use of board facilities will be granted on a short-term basis to the community. The Superintendent of Business and Facility Services in consultation with the principal and the community shall determine the duration of use.

This procedure outlines the requirements for the community to obtain prior approval for use of facilities in emergencies. It also provides a method for addressing requests by the community for use of facilities during an emergency with no prior approval. The contact person for a school shall be the principal, and for the Education Centre it shall be the Controller.

Under this procedure community refers to nursing homes, hospitals, businesses, municipalities, schools, child cares, etc.

2. Request for Use of Facilities during an Emergency with Prior Approval

- 2.1 Upon receipt of a request to use a board facility in an emergency, the principal shall provide a copy of these procedures and a copy of FORM A5104 - 1, Annual Application for the Emergency Use of Facilities by the Community and terms (APPENDIX A) to the community representative.
- 2.2 The community representative shall complete sections A, B and C of FORM A5104 – 1 and return it to the principal.
- 2.3 The community representative shall include with the application a certificate of insurance evidencing a minimum of \$5 million Commercial General Liability insurance, listing the SCDSB as additional insured.
- 2.4 The principal shall review the application and complete sections D and E as appropriate.
 - 2.4.1 If a kitchen facility that is operated by contract services is required, the principal shall consult with the Assistant Manager of Accounting and Purchasing prior to any approvals.
- 2.5 The principal shall forward the application with the additional insured certificate to the Assistant Manager of Operations for review.

- 2.6 The Assistant Manager of Operations will review and prepare the application for approval by the Superintendent of Business and Facility Services (section F).
- 2.7 If approved, the Assistant Manager of Operations shall send copies to the community representative and the principal, and retain the original on file. If not approved, the Assistant Manager of Operations shall notify the community representative and principal in writing.
- 2.8 Facility services shall ensure that the site contacts listed in section E receive a copy of the completed and approved application form.
- 2.9 The principal shall ensure staff is informed of the potential emergency use of facilities by the community and of the areas which may be used.
- 2.10 The principal shall notify the community representative when changes occur to the contact information.
- 2.11 The principal shall notify the Permit Office at the Education Centre when potential emergency use of facilities by the community occurs, in order that permit holders may be notified.
- 2.12 The approval shall remain in effect for a period of one year from the approval date. It is incumbent on the community organization to submit annually, to the principal, a new Annual Application for the Emergency Use of Facilities by the Community (FORM A5101 - 1).
- 2.13 It is the responsibility of the community organization to ensure that the board is provided with an updated additional insured certificate prior to the expiration of a previously submitted certificate. Failure to provide a current certificate shall null and void the approval to use said facilities.

3. Request for Use of Facilities during an Emergency with no Prior Approval

- 3.1 The principal, upon receiving an urgent request for use of facilities **during regular school hours**, shall follow these procedures.
 - 3.1.1 Determine the site requirements (e.g. number of individuals, space and special needs) of the community and grant approval as appropriate.
 - 3.1.2 Inform the Superintendent of Business and Facility Services and the superintendent of education.
 - 3.1.3 Make arrangements to:
 - 3.1.3.1 clear the areas in which the community will use;
 - 3.1.3.2 accommodate school programs;
 - 3.1.3.3 inform staff and students of the emergency situation;
 - 3.1.3.4 inform the Permit Office at the Education Centre in order to notify permit holders which may be affected;
 - 3.1.3.5 notify Facility Services for appropriate ventilation requirements, and assistance; and,
 - 3.1.3.6 accommodate special needs (e.g. tables, chairs, mats, as available) which may be required.

- 3.2 The following procedures shall be followed if a request for use of facilities is received **after regular school hours.**
- 3.2.1 If the principal or Facility Services staff are notified, they shall:
- 3.2.1.1 determine the site requirements of the community and grant approval as appropriate;
 - 3.2.1.2 inform the Superintendent of Business and Facility Services, the facility's superintendent of education, and regional operations supervisor;
 - 3.2.1.3 take appropriate action to provide access to the facility and ensure Facility Services staff are in attendance for the safety and security of the facility and occupants; and,
 - 3.2.1.4 make appropriate arrangements as per 3.1.3.
- 3.2.2 If the monitoring company is notified, they shall notify the appropriate contact individuals for the site requested. The SCDSB staff shall follow the appropriate action as indicated in these procedures.
- 3.2.3 If the use of facilities requires overnight sleeping accommodations, the principal shall notify the Chief Fire Official of the local fire department. The community representative shall designate fire wardens, and custodial staff will be scheduled to remain on duty at all times that the building is occupied. Any associated costs shall be reimbursed by the community organization to the SCDSB.
- 3.3 The principal and/or Facility Services staff shall be present and monitor the situation regarding potential liability and take action to control hazardous conditions.
- 3.4 The principal shall inform the community representative to obtain a certificate of insurance evidencing a minimum of \$5 million Commercial General Liability insurance, listing the SCDSB as additional insured as soon as possible and provide a copy to the principal. The principal shall forward the certificate of insurance to the Corporate Risk Officer.
- 3.5 The principal shall provide a copy of these procedures and a copy of FORM A5101 - 1, Annual Application for the Emergency Use of Facilities by the Community and terms (APPENDIX A) to the community representative.
- 3.6 The community representative shall complete sections A, B, and C of FORM A5101 - 1 and return it to the principal as soon as possible.

First Issued January 11, 2006
Revised August 2014, September 2017, November 2022

Issued under the authority of the Director of Education

ANNUAL APPLICATION FOR THE EMERGENCY USE OF FACILITIES BY THE COMMUNITY
SECTION A – COMMUNITY INFORMATION

Community Organization:			
Address:		City:	Postal Code:
Phone:		Fax No.	
Email address:			
Contact Representative:		Title:	

SECTION B – SITE REQUIREMENTS

Site Requested:			
Number of Individuals:		Space Requirements (Square Meters):	
<input type="checkbox"/> Single Gym	<input type="checkbox"/> Double Gym	<input type="checkbox"/> Triple Gym	<input type="checkbox"/> Classroom
<input type="checkbox"/> Washrooms	<input type="checkbox"/> Library	<input type="checkbox"/> Kitchen - approval required from Assistant Manager of Accounting and Purchasing	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other Requirements (Specify):			
The community organization's Additional Insured Certificate (minimum \$5 million), naming the Simcoe County District School Board, must be submitted with this application.			
Insurance Effective Date:		Expiry Date:	

SECTION C – COMMUNITY REPRESENTATIVE SIGNATURE

Submission of the application confirms the community's intention to use SCDSB facilities and assume responsibility of individuals and any associated costs. The Community acknowledges that they have read the conditions as noted in the procedure and agree to abide by the terms as stated (APPENDIX A).

Name:	Title:
Signature:	Date:

SECTION D – SCHOOL PRINCIPAL RECOMMENDATION

The principal agrees to the provision of the requirements identified in Section B on an EMERGENCY USE BASIS. If site requirements as indicated, cannot be provided please list what can be provided.

Duration of Use:

Name:	Title:
Signature:	Date:

SECTION E – SCDSB SITE CONTACT IN AN EMERGENCY

TITLE	NAME	PHONE (DAY/NIGHT)	PAGER/CELLULAR
School Principal			
Group Leader/Lead Custodian			
Regional Operations Supervisor			
Monitoring Company			
Other (Specify)			

SECTION F – SCDSB SUPERINTENDENT OF FACILITY SERVICES APPROVAL

<input type="checkbox"/> Approved for a one year term	<input type="checkbox"/> Not Approved (Specify):
Name:	Title:
Signature:	Date:

ANNUAL APPLICATION FOR EMERGENCY USE OF FACILITIES BY THE COMMUNITY**TERMS****GENERAL**

1. The Simcoe County District School Board (SCDSB) accepts and endorses the concept of providing its facilities for emergency community use.

RULES AND REGULATIONS

2. The applicant is responsible for the conduct and supervision of all persons admitted into the facility from the community group.
3. Exits will be kept free from obstruction in case of fire. Please ensure that your organization is aware of the fire emergency procedures posted at each location.
4. Smoking on board property is prohibited.
5. The consumption and/or sale of alcoholic beverages on board premises are not permitted.
6. Facility Services staff are not authorized to permit the use of any facilities or equipment other than indicated on the application.
7. The community will confine their activity to the designated facilities in the application and associated corridors/washrooms.
8. The community representative shall adhere to the direction of the principal or facility services staff in regards to controlling hazardous situations.

INSURANCE

9. The community representative is responsible for providing liability insurance coverage of at least \$5 million listing the SCDSB as an additional insured. A certificate proving compliance to this requirement shall be provided before the application is approved.
10. The board will not be responsible for any personal injury, damage, loss or theft of materials/equipment of the community.
11. It is the responsibility of the community organization to ensure that the board is provided with an updated certificate of insurance prior to the expiration of a previously submitted certificate. Failure to provide a current certificate shall null and void the approval to use said facilities.

CANCELLATION/AMENDMENTS

12. The board maintains the right to cancel or alter any application and will provide seven days' notification, if possible.

13. The approval shall remain in effect for a period of one year from the approval date. It is incumbent on the community organization to submit annually to the principal a new, FORM A5101 - 1, Annual Application for the Emergency Use of Facilities by the Community.

PARKING

14. Parking is only permitted in designated areas. Fire routes and driveways shall not be blocked. Failure to comply may result in ticketing and/or towing and/or cancellation of the application.

REMUNERATION

15. The community organization shall be responsible for any associated costs to the board in the provision of additional staffing, supplies and/or equipment.
16. The community organization shall be responsible to the board for all damage to the buildings, equipment and/or grounds during the emergency use and indemnify the board for any damages caused.