

POWER OUTAGES RECREATION FACILITIES POLICY

	DEPARTMENT: Recreation	POLICY NUMBER: 12-17
	EFFECTIVE DATE: May 28, 2012	LEGISLATIVE AUTHORITY:
	APPROVED BY: DEPARTMENT HEAD	

In all cases of power outages and hydro interruptions the Facility operator will be directed to implement the following policy.

1. On duty operator will immediately assist and direct all patrons to exit to the lobby entrance areas after 10 minutes of any power interruption. All facility activity will cease immediately upon outage and participants will exit all areas of the facility including ice surface, dressing rooms, community
 - a. halls, meeting areas, etc. After 30 minutes patrons will be asked to vacate
 - b. the building and remain outside. Once the building is checked and completely vacated the entrance doors will be secured.
2. On duty operator will remain in a safe location and await power restoration.
3. Entrance doors should be posted with information (Temporarily Closed due to Power Outage).
4. Calls (via cell phone) may be made to Wellington North Power for further information.
5. On duty operator will finish his/her shift according to work schedule.
6. If there is another shift to occur the incoming shift operator will arrive at his/her EXPECTED start time and complete his/her shift.
7. Facility Manager should be notified of a prolonged power outage (i.e. 2 hours or more) or any other problems arising. Manager will then direct staff.
8. Public arriving for a scheduled event should be updated as information becomes available. It is not within the scope of the Municipality to restore power. No unauthorized person(s) is allowed into the building until power is restored and it is safe to do so.
9. On duty operator will note time of power interruption and restoration where applicable.