			Commission scolaire English-Montréal English Montreal School Board
POLICY:	USE OF BOARD FACILITIES BY MUNICIPALITIES AND OTHER OUTSIDE ORGANIZATIONS IN THE EVENT OF EMERGENCY OR DISASTER	CODE: BG-4	
Origin:	Buildings and Grounds		
Authority:	Resolution #90-09-26-6.2		
Reference(s):			

PREAMBLE


The School Board's influence throughout the Montreal community as a respected educational institution has long been the proud focal point of its activities. At the same time, the EMSB has recognized its broader communal responsibilities by endeavouring to make its resources available to enable public and private institutions to develop a variety of social, cultural and recreational programs. As a further demonstration of its public awareness, the EMSB acknowledges the additional obligation to respond quickly and efficiently to community need at times of crisis.

To this end, the Board has developed the following policy with respect to the provision of the temporary accommodation and services to distressed persons.

POLICY STATEMENT

1. Temporary accommodation and services in EMSB buildings shall be provided to citizens who are in distress as a result of an unforeseen crisis in the community.
2. This policy also extends to municipalities and to public and private institutions which are affected by emergency or disaster.
3. The nature and duration of the accommodation and services provided shall be such as to cause the least possible disruption to the educational programs.
4. The municipality or institution concerned must agree to seek a permanent alternative solution so that the school(s) can return to normal operation as soon as possible.

5. All costs, both direct and indirect, relating to the provision of accommodation and services shall be the responsibility of the municipality or institution, to be determined by the Director of Buildings and Grounds.
6. Procedures respecting transportation of displaced persons to and from the school(s), the occupation of the premises, and the use of facilities and equipment must take into account the health, safety and security of students, instructional staff and all other EMSB employees for the entire duration of the event.
7. Accommodation, services, furniture and equipment shall be provided only to the extent that they are available in the school(s) at the time of the event. The acquisition of additional resources shall be the responsibility of the municipality or institution.
8. The EMSB waives all legal and other responsibilities for damage, loss or personal injury resulting from the activities of supervisory personnel or of persons accommodated, for all persons using the Board's facility for the duration of the event.
9. The municipality or institution must provide adequate qualified personnel to organize, supervise and, if required, to give medical assistance to displaced persons for the entire duration of the event.
10. The municipality or institution must ensure that supervisory procedures are conducted in accordance with municipal and EMSB fire, safety and health regulations.
11. For the duration of the event, all caretaking service personnel required shall be those employed by the School Board.

		
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PROCEDURE:	USE OF BOARD FACILITIES BY MUNICIPALITIES AND OTHER OUTSIDE ORGANIZATIONS IN THE EVENT OF EMERGENCY OR DISASTER	CODE: BG-4.P
Origin:	Buildings and Grounds	
Reference(s):		

PURPOSE

To provide procedures with respect to the provision of temporary accommodation and services to distressed persons.

PROCEDURE

1. The municipality or institution wishing to benefit from this policy must so inform the EMSB and must designate the official contact persons.
2. The municipality or institution shall initiate the plan by communicating with one of the following EMSB officials beginning with the Director General:
 - a. Director General
 - b. Deputy Director General
 - c. Director of Buildings and Grounds.
3. The municipality or institution shall provide the following information:
 - a. nature of the emergency/disaster;
 - b. number of persons to be accommodated;
 - c. when accommodation will be required and for what period of time;
 - d. nature of the accommodation required (e.g. classrooms, gymnasias, offices, kitchens, cafeteria, auditoria, etc.);
 - e. nature of the services required (e.g. heating, lighting, telephone, etc.);
 - f. nature and quantity of furniture/equipment required (e.g. tables, chairs, etc.)

4. The EMSB official shall assess the urgency of the request and render a decision concerning the extent to which it can be satisfied.
5. If accommodation is required when school(s) is/are in session, the EMSB official shall inform the principal(s) or vice-principal(s) of this decision.
6. If accommodation is required in the evening, on weekends, professional days or during holiday periods when schools are not normally in session, the EMSB official shall contact Central Alarm where the opening of the building(s) shall be arranged. In all such cases, the in-school administrator must be informed in advance of the opening(s) and of the details of the emergency.
7. Any deviation from the procedures specified above must have the prior approval of one of the designated EMSB officials, vis. Director General, Deputy Director General or Director of Buildings and Grounds.