

		<b>POLICY AND PROCEDURE MANUAL</b>	
<b>Category:</b> PRC	<b>Number:</b>	<b>LEISURE CENTRE POWER OUTAGE</b>	
<b>Type:</b>	<b>Authority:</b>	<b>Approved By:</b>	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	<input type="checkbox"/> Council <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Operational	<input type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input checked="" type="checkbox"/> Department Head	
<b>Office of Primary Responsibility:</b> Parks, Recreation & Culture			
<b>Date Adopted:</b> May 14, 2014		<b>Date to be Reviewed:</b> May 14, 2014	
<b>Manner Issued:</b> Inservice training			

#### **PURPOSE:**

This procedure outlines the steps to be taken when a power outage occurs at the Leisure Centre.

#### **PROCEDURE:**

The Evacuation Coordinator (EC), the senior maintenance staff member or whoever they designate, takes charge and communicates with other Department staff to direct and manage the situation. If it is determined that the power outage will exceed 30 minutes the EC will clear the building. EC should notify the Parks and Facilities Manager of the power outage and actions taken.

#### **Area Specific Responsibilities**

##### **Reception**

1. Call BC Hydro (1-888-769-3766) to report the outage and seek an estimate of how long the power is expected to be out. Report this information to the EC who will communicate with the other Department staff to inform patrons.
2. If it is determined that the power outage will exceed 30 minutes, reception will issue complimentary passes to any patrons who request them.
3. Place the till in the safe.
4. Put a note on the till to remind the next receptionist to reset the computer and prepare a drawer reconciliation (assuming the power has been restored).
5. If the till is closed, use the key in the coin float to open it.
6. Lock the safe and secure the office.
7. If lessons, pre-booked programs or activities need to be cancelled try to contact those affected by phone and post a message of the front entrance door windows. Program staff on shift may assist with this, including notification to instructors.
8. Notify youth lounge, skate patrol, skate shop, Oasis and Red's Grill staff if impacted by the

outage.

9. Notify the Program Coordinators affected and the Deputy Director/Director if not on shift.
10. If after all class calls have been made the power is not restored to re-open the facility, reception staff will end their shift.

### **Pool**

1. Follow the procedures in the Pool Safety Plan and Aquatic Guidelines Manual.
2. The senior lifeguard communicates with reception to obtain information on the power outage so they can update the pool patrons of their options – patrons are welcome to remain on the pool deck until the power restored or may proceed to the changerooms to get changed and leave the facility.
3. If the power failure lasts several hours, the senior lifeguard will send part-time staff home unless otherwise directed. Staff scheduled to start their shifts during the time of the power failure should be contacted and asked to phone in before they come to see if and when they will be working.
4. The senior lifeguard will inform reception to contact participants in lessons if the outage leads to the cancellation of classes.

### **Fitness**

1. Follow the power outage procedure in the Weight Room Policies and Guidelines Manual.
2. The fitness attendant communicates with reception by radio to obtain information on the power outage so they can update patrons of their options – patrons are welcome to remain in the weight room until the power is restored or leave the facility.
3. If the power failure necessitates the closure of the facility the attendant will close up the weight room, studio and office be finished for the day.
4. The attendant will inform reception to contact participants in programs if the outage leads to the cancellation of classes. The attendant will inform instructors of the cancellations.

### **Maintenance**

1. Maintenance staff will be directed by the EC regarding work tasks in the facility.