

MONITORING STATION – AFTER HOURS
EMERGENCY NOTIFICATION MATRIX

EMERGENCY	LEAD		SUPPORTING DEPARTMENTS	EGROUP
FACILITY (e.g. Fire, Flood, Power)	Sr. Manager Fac. Serv. Sr. Manager Fac. Serv. Manager Maint. Manager Cust. Serv. A. Manager Cust.Serv.	Call Cascade  Until a LEAD is reached	Communications Operations Health & Safety	Sr. Managers Facilities Services Manager Maintenance Manager Custodial Services Communications Manager Supervisory Officer Operations Manager Health & Safety Manager Early Yrs & Childcare Associate Director *
PEOPLE (e.g. Public Health Alert)	Supt Operations Operations Officer		Communications Facilities Services Health & Safety	Supervisory Officer Operations Manager Communications Sr. Manager Facilities Services Manager Health & Safety Associate Director *
ENVIRONMENTAL/EXTERNAL (e.g. Chemical Spill, Gas Leak, Release of Noxious Substance, Police Activity)	Supt Operations Supt Safe Schools Operators Officer Safe Schools Officer		Communications Facilities Services Health & Safety	Supervisory Officer Operations Supervisory Officer Safe Schools Sr. Managers Facilities Services Manager Maintenance Manager Custodial Services Manager Communications Sr. Manager Facilities Services Manager Health & Safety Manager Early Yrs & Childcare Associate Director *
NUCLEAR	Use Annex A – DDSB Staff Nuclear Emergency Notification Form-from DDSB Nuclear Emergency Procedures		Use Annex A – DDSB Staff Nuclear Emergency Notification Form-from DDSB Nuclear Emergency Procedures	Use Annex A – DDSB Staff Nuclear Emergency Notification Form-from DDSB Nuclear Emergency Procedures
* Add applicable Area Superintendent/Administrator Officer/Custodial Supervisor				