

BONNY DOON UNION ELEMENTARY SCHOOL DISTRICT

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy No.: 3511

Energy and Water Conservation – Page 1

Board Adopted: 5/19/10

The District's energy emergency action plan shall, at a minimum, address the following:

1. Procedures for student and staff safety during power outages
2. Methods to ensure administrative control of operations during power outages
3. Procedures to protect equipment that may be damaged by power outages, such as computers and pumps
4. Procedures to establish a clear, effective communications system with staff, students and parents/guardians
5. Guidelines for coordination with local fire, police and utility providers

The Superintendent/Principal designates the following position as coordinator of the District's energy tracking, reporting, and conservation efforts:

1. Reducing energy use during high-peak hours
2. Shutting down lights and equipment when facilities are not in use
3. Updating each site's preventative maintenance schedule for emergency lighting, generators, exit lighting, and other safety related equipment

The following operations shall also be reviewed in order to ensure that they further the District's energy and water conservation goals:

1. Education programs
2. Classroom and building management and maintenance
3. Equipment maintenance
4. Landscaping selection and irrigation
5. Maintenance
6. New construction
7. Administrative operations
8. Use of facilities by outside groups

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To enlist the support which is essential to achieving the District's energy and water conservation goals, the superintendent/principal shall:

1. Solicit input from staff, students, and parents/guardians related to District energy and water use
2. Develop strategies designed to ensure cooperation from students and staff in all conservation efforts
3. Recognize those who reduce energy and water use