

- Procedure Number: 550
  - Procedure Name: Emergency Preparedness
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**Emergency Preparedness****GOOD SAMARITAN ACT****NO LIABILITY FOR EMERGENCY AID UNLESS GROSS NEGLIGENCE – 1978 10 01**

*A person who renders emergency medical services or aid to an ill, injured or unconscious person at the immediate scene of an accident or emergency that has caused the illness, injury or unconsciousness is not liable for the damages for the injury to or the death of that person caused by his act or omission in rendering the medical services or aid unless he is grossly negligent.*

**EXCEPTIONS**

Section 1 does not apply where the person rendering the medical services or aid:

1. is employed expressly for the purpose, or
2. does so with a view to gain.

**PROCEDURE:****A. DISTRICT EMERGENCY PLAN****1. During School Hours:**

- Superintendent declares an emergency.
- All sites notified of *Declared Emergency* via phone system, radio or alternate method.
- Emergency Operations Centre (EOC) activated at district office.
- District Emergency Plan (DEP) implemented.
- All students required to stay at school under the care and supervision of district personnel.
- In-house phone system or 2-way radio communication network activated to provide contact among all sites, Maintenance, Operations and Transportation personnel.
- Students on buses when a major disaster strikes will remain in the custody of the bus driver and will, if possible, be delivered to a district school site for care and supervision. Operations will provide written procedures and instructions to all district and contract bus drivers on what to do in case of major emergencies.

**2. During Non-School Hours or Non-School Days**

Superintendent declares an emergency. All site Principals/Supervisors notified. If needed, EOC activated at district office.

**B. MEDIA COMMUNICATION**

As the primary means of informing the general public concerning emergencies affecting the normal operation of schools (school buses and water taxis) is by the media (radio, television, print), it is important that information is provided as promptly as possible.

Misinformation can create confusion. Isolated quotes from individuals can be incomplete or misleading and therefore must be avoided. It is important to provide the Site Manager (Principal or Supervisor) with accurate, factual information, which must be relayed to the Superintendent of Schools for release to the media.

The Superintendent (or designate) will be the only spokesperson to the media.

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**C. DISTRICT SITE EMERGENCY PLANS**

Each district site must have a site emergency plan in place for the opening of school each September. The plan will be designed to respond to emergencies using the *District Emergency Plan* (DEP).

Each Principal or designate, or site Supervisor is responsible for using the DEP to develop plans and procedures which meet the individual needs of their site.

For schools, it is essential that **Student Release Forms** be filled out for each student as early in the school year as practical, but no later than September 30 of the current school year. (Appendix – Pages 34 and 35).\*

The DEP and District Site Emergency Plans will be reviewed and revised annually.

Appropriate drills and training will be provided to help all persons become familiar with their responsibilities.

Emergency preparedness also includes close cooperation and planning with police, fire, civic emergency agencies and school parent groups. Information regarding school district emergency procedures must be disseminated to parents and community members every fall.

All information to the public must go through the Superintendent of Schools.

***\*See Appendix of the School District #64 Critical Response Handbook for the Designated Responsibilities for Each Site.***

**D. DISTRICT AND PARENT RESPONSIBILITIES FOR STUDENTS**

If the Superintendent declares a district emergency during the school day, all students will be required to remain at school or at an alternate safe site under the supervision of district personnel.

Students will be released from the school or safe site in accordance with the following:

1. At regular dismissal time and released only if it is considered safe (i.e. school buses and water taxis operational), or
2. To an adult authorized by the parent or legal guardian whose name appears on district records.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by district personnel to another site where consolidated care facilities can be provided. This information will be given to the media stations and posted at the school site.

***Refer to the School District #64 Critical Response Handbook for detailed procedures.***