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## SCHOOL DISTRICT NO. 64

### PROCEDURE 3050 Emergency Management and Response

*“Inspire learners, Integrate sustainability,  
Involve community”*

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Section: Health and Safety

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

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1. Management and response to emergency situations will occur simultaneously on two levels: at the district level and at individual sites including but not limited to schools.
2. At each level, clear, concise and accurate communication is of critical importance.
3. At school sites, particular care and attention **MUST** be paid to the sheltering of and accounting for students until they can be released to parents/guardians in a safe and orderly manner.
4. The district level response to an emergency will be as follows:
  - a. During School Hours:
    - i. Superintendent declares an emergency.
    - ii. All sites notified of *Declared Emergency* via phone system, radio or alternate method.
    - iii. Unified Command will be activated.
    - iv. District Emergency Plan (DEP) implemented.
    - v. All students required to stay at school under the care and supervision of district personnel.
    - vi. In-house phone system or 2-way radio communication network activated to provide contact among all sites, Maintenance, Operations and Transportation personnel.
    - vii. Students on buses during an emergency or 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.
  - b. During Non-School Hours or Non-School Days:
    - i. Superintendent declares an emergency.
    - ii. All site Principals/Supervisors notified.
    - iii. If needed, Unified Command will be activated.

5. Site level responses to an emergency situation will be as follows:
  - a. 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).
  - b. 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.
  - c. the DEP and District Site Emergency Plans will be reviewed and revised annually.
  - d. appropriate drills and training will be provided to help all persons become familiar with their responsibilities.
  - e. 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.
  
6. Management of and response to emergency situations will, at the school level, centre on an “all-hazards” approach, involving five basic approaches widely-recognised as appropriate to a variety of emergency situations, as follows:
  - a. drop/cover/hold on
  - b. evacuate
  - c. lockdown
  - d. lock out
  - e. shelter in place

Students will be trained in these procedures, and practice them at regular intervals throughout each school year.

7. Student Release Forms (3050-1, 3050-2) must 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.
  
8. 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 according to Student Release Form information, as follows:

- a. at regular dismissal time and released only if it is considered safe (i.e. school buses and water taxis operational); or
  - b. an adult authorized by the parent or legal guardian whose name appears on district records.
9. 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 provided to media outlets by the Superintendent of Schools and posted at the school site.
10. The Superintendent of Schools will be the only spokesperson to media outlets, unless he/she decides otherwise. All information otherwise released to the public must be approved by the Superintendent of Schools.
11. Any 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 UNLESS that person:
- a. is employed expressly for the purpose or
  - b. does so with a view to gain

**Reference:**

- Policies 300, 3050; Procedure 300
- Emergency Management Planning Guide for Schools, Districts and Authorities – Ministry of Education, Province of British Columbia, 2015  
(<http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/emergency-management-guide.pdf>)
- Student Release Forms 3050-1, 3050-2