



## ADMINISTRATIVE PROCEDURES

**SUBJECT: Emergency Call Outs for Students and Staff**

The Lambton Kent District School Board is dedicated to providing a safe learning environment for students and staff. Written consent, from parents/guardians, in accordance with the Municipal Freedom of Information and Protection of Privacy Act, shall be obtained when using volunteers for emergency call outs.

1. Annual written consent, in accordance with the Municipal Freedom of Information and Protection of Privacy Act, shall be secured if using volunteers to assist with emergency call outs. The following wording should be used on a permission form, beginning each school year, to secure permission from parents/guardians to use parent volunteers as a phone contact in the case of an emergency.

**“In the case of an emergency, the school will make a phone contact with a parent or guardian. In this instance, the principal has identified parent volunteers to assist with this endeavour. Volunteers are provided with a list of last names and phone numbers from which to call. Please sign the form provided, which would give the school permission to share your phone number with volunteers. Where permission is not granted, your name and number will be entered on our office call out list.”**

2. The principal shall review and revise the school’s Emergency Call Out Procedure annually and communicate the procedures to school staff and parents/guardians through school handbooks, newsletters, school website, or by other means.
3. The principal shall ensure that documentation of calls made by volunteers are recorded using a standardized format.
4. A message may be left on an answering machine at the home phone number, however, the school or volunteer shall continue to make calls in an attempt to contact the parent/guardian.

Implementation Date: December 18, 2006

Reference: Municipal Freedom of Information and Protection of Privacy Act

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*Name of School* \_\_\_\_\_

*Date* \_\_\_\_\_

***AM***      ***PM***

*(Circle one)*

NAME OF STUDENT(S)	Sequence of calls									
	1 <sup>st</sup> Call	Caller Initial	2 <sup>nd</sup> Call	Caller Initial	3 <sup>rd</sup> Call	Caller Initial	4 <sup>th</sup> Call	Caller Initial	5 <sup>th</sup> Call	Caller Initial

**CODES:**

- ✓ Notified
- LM Message left on voice mail/answering machine
- NA No answer
- ∅ No number provided

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