

AP 526 – Emergency Kiosks

Purpose

The District recognizes its role in providing programs and safety procedures that address the personal and physical safety and well-being of students and staff during a major emergency. A major emergency is defined as one that puts an excessive strain on emergency responses. It may result from a major event such as earthquake, tsunami, fire or explosion, forest fire or severe storm.

The District provides essential supplies which are located at various locations in District facilities. Schools and/or the parent advisory council at the school (the “PAC”) may wish to install an emergency kiosk on school property to supplement the essential supplies (the “Kiosk”).

Procedures

1. A school wishing to install a Kiosk will include the project in the School’s 5 year Project Plan. The Facilities Department together with Learning Services will then determine suitability of the design of the structure as well as an appropriate location on the site.
2. The school and/or school PAC is responsible for the cost to purchase and install the structure as well as stocking it with emergency supplies. It is the responsibility of the school Principal in partnership with the PAC to ensure such supplies are reviewed annually and maintained in good condition.
3. The District, through the Facilities Department, is responsible for:
 - Minor repairs or maintenance to the approved structure; and
 - Minor vandalism repairs.
4. The school is responsible for submitting minor maintenance requests through the appropriate work order process.
5. The District is not responsible for:
 - The contents of the kiosks;
 - Capital improvements;
 - Major repairs/maintenance; and
 - End of life replacement.