

## **REGULATION #5208.2 EMERGENCY SOCIAL SERVICES**

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### **USE OF SCHOOLS FOR RECEPTION CENTRES AND EMERGENCY SHELTERS**

In B.C., municipalities are responsible for providing Emergency Social Services (E.S.S.).

In cooperation with the City of Surrey and the Provincial Emergency Program, School District No.36 (Surrey) has agreed to designate certain schools to be used as either Reception Centres or Emergency Shelters in event of an emergency.

A *Reception Centre* is a site where evacuees may be received during a disaster. The centres are used to register evacuees and coordinate emergency services such as food, shelter, housing, etc. The Reception Centre may also be required for emergency shelters.

An *Emergency Shelter* provides short term food and shelter accommodations for evacuees.

A call for a Reception Centre during a community emergency takes priority over regular school use. Every effort will be made to use non-district facilities or expedite the process to cause the least disruption to the school. The Reception Centre staff will work closely with the school administrative staff to facilitate a smooth process.

A plan for Reception Centre management will be maintained by the manager of Service Operations. It contains:

- a) Call Out Response
- b) Designated Sites List and Map
- c) Call Out Spread Sheet
- d) Annual Check of Procedures and Supplies
- e) Supplies Check Sheet
- f) List of Volunteers and Phone Number

Sites are designated as primary or secondary. If the primary site is not able to be used or is overflowing, the secondary site may be called into service.

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Designated Sites:

### **Primary**

L.A. Matheson Secondary  
North Surrey Secondary  
Tamanawis Secondary  
Lord Tweedsmuir Secondary  
Semiahmoo Secondary  
\*Pacific Academy

### **Secondary**

Queen Elizabeth Secondary  
Johnston Heights Secondary  
Princess Margaret Secondary  
Clayton Heights Secondary  
Elgin Park Secondary  
Fraser Heights Secondary

Manager of Service Operations – Reception Centre Coordinator  
Service Operations Supervisors – Reception Centre Managers  
Service Operations Custodial Staff Volunteers – Facility Management & Support Staff

\* Designated by the City of Surrey Emergency Plan, not a Surrey School District site.

## **1. ROLE OF EMERGENCY SOCIAL SERVICES (E.S.S.)**

The E.S.S. Director or deputy will notify the Reception Centre coordinator if a Reception Centre is required. An emergency may result from:

- a) Power outage during extremely cold temperatures.
- b) Evacuations due to fire, flood, earthquake, chemical spills, bomb threats, gas leaks, etc.
- c) Other weather emergencies such as snow blizzards, ice storms, tornadoes, etc. or a number of other natural or man-made disasters.

The E.S.S. will provide the managers that will staff the various stations at the Reception Centre.

## **2. ROLE OF THE SCHOOL DISTRICT**

- a) Provide school district sites for Reception Centre or Emergency Shelters.
- b) Provide school district personnel to assist with the management and operation of facilities being utilized as a Reception Centre or Emergency Shelter.

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### **3. ROLE OF SERVICE OPERATIONS**

In the event a Reception Centre has been activated, the Emergency Social Services Director will call the Reception Centre Coordinator. They will in turn call the respective Reception Centre managers and ask them to attend the site. The Reception Centre coordinator will continue to call the volunteers to staff and set-up the Centre.

The Reception Centre Coordinator will notify the Assistant Director of Administration, Operations, Grounds and Transportation Services and the school administrative officer. The Reception Centre coordinator will then report to the Emergency Operations Centre.

The Reception Centre manager will be responsible to check and maintain the Emergency Social Services boxes, stored at each designated site. They will also be responsible to update the volunteer information in the Emergency Social Services file.

The Reception Centre coordinator will be responsible to represent the school district on the Emergency Social Services Committee. The Reception Centre coordinator will also be responsible to maintain the Emergency Social Services Plan for Reception Centre management.

### **4. ROLE OF SCHOOL ADMINISTRATIVE OFFICERS**

Administrative officers main responsibility for the staff and students and any arrangements required to facilitate their relocation within the school.

*Approved: 2000-10-12*