

Safety Plan

- All students will be equipped with a list detailing the contact information of all supervisors and peers as well as a subway map and pertinent addresses.
- All students will be included in a Whatsapp group and on a TEAMS team for communication purposes.
- Students will always be under the direct supervision of at least one of the three teacher supervisors.
- In specific circumstances when a student must be briefly separated from a supervisor, such as during meals, students will be able to directly contact a supervisor immediately with a cell phone. The supervisor will never be more than one city block away from those being supervised.
- For all daytrips, at all locations and for various legs of the journey, a time and a meeting place will be established to reconvene in case of a student being separated from a group.
- At various points in a journey a student check-in will be completed. Any missing student will be identified, phoned and met at the next rendezvous point.
- Students will use the buddy system, always with at least one other student.
- Headcounts will be used at every meeting point during day trips.
- A copy of all student passports and verification forms as well as insurance documents will be kept at Point Grey Secondary for reference in case of emergency. In addition, a copy of these forms and documents will be kept by teacher supervisors in New York.
- All student passports will be collected by teacher supervisor immediately after initial flight and kept in a safety deposit box in Hotel. Passports will be redistributed at airport before flight home.
- Taxis will be used when necessary.
- **Emergency Procedure:** In the event of emergency or injury, an injured student will receive first aid from a trained first aid responder, and/or be taken to the clinic or hospital

as required. Student Medical Forms will be accessible at all times. Should you need to reach us, the contact number is **604 290 1034**.

- If your child displays symptoms of respiratory distress or illness they will be asked not to participate and must isolate alone, with intermittent adult supervision. Emergency medical services may be called as required. If your child cannot continue to participate in the excursion and must isolate, parents are fully responsible to arrive at the destination, at their own cost, to take your child home, or identify a responsible adult that will pick up your child on your behalf within 4 hours of being contacted, unless the distance of the trip makes this impossible.