

EMERGENCY CARDS

Each school must have on file a current and fully completed diocesan emergency card for each student, faculty and staff member. The card is to be completed and signed at the beginning of each school year.

When a student becomes ill or is the victim of an accident, the principal or the principal's designee, must contact the parent or guardian immediately.

In emergency situations, if the parent or guardian cannot be reached, the principal should follow the instructions on the emergency card. The signed card suffices for parent authorization when parents cannot be reached in emergency situations.

The emergency card file should be visible and immediately accessible to anyone who may need it in an emergency situation. It is advised that a second emergency card be near the emergency equipment. If a second card is not used, there should be a class list that includes home, mobile, and work numbers, medical status, names and grades of siblings.

Official emergency cards are obtained from the Catholic Schools Office or each school may generate this information electronically (a hard copy should be readily available.)