


Administrative Procedures

 AP 410 – Safe Schools	References: The Saskatchewan Employment Act and Occupational Health and Safety Regulations, 1996 NESD Emergency Response Guide WHMIS (Workplace Hazardous Materials Information System) School Tragic Events Response Team (School TERT) NESD Sport and Activity Handbook Violence Threat Risk Assessment (VTRA) Protocol NESD VTRA: A School Threat Assessment Team Handbook Emergency Measures and Tragic Events Response	Tracking: Dec 2016 May 2021 - revised
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SAFE SCHOOLS

The Board of Education is committed to ensuring safe learning and working environments throughout the school division. The Board authorizes the Director of Education to prescribe practices and procedures to ensure acceptable standards of comfort, safety, health, and sanitation.

PROCEDURES

1. General

- a. The principal is to maintain adequate conditions of safety and sanitation in the school and on school grounds.
- b. The principal is to comply with established local, provincial, or divisional administrative procedures to ensure that general and emerging repair work meets acceptable safety and sanitary standards.
- c. The principal is to arrange for the establishment and maintenance of an Occupational Health Committee in the school in accordance with [The Saskatchewan Employment Act and Occupational Health and Safety Regulations, 1996](#).

2. Emergency Preparedness

- a. The school principal is to ensure that appropriate measures are taken to ensure the day-to-day safety of staff and students.
- b. Emergency preparedness:
 - i. The school principal is to ensure the presence of NESD [Emergency Response Guides](#) within each room.
 - ii. In consultation with RCMP liaison and local Fire Marshall, the school principal shall develop school site safety plans to accommodate School Evacuation (Fire, Gas leak, etc. ...), Shelter-in-Place, Hold & Secure, and Lockdown procedures as well as heeding recommendations re: locking of access points other than main entrances to the school during the school day.
 - iii. The school principal is to plan for the appropriate number and timing of emergency preparedness drills and evacuation exercises throughout the school year, which includes staff rehearsal of Student Release protocol following an emergency/crisis.

- iv. The school principal is to ensure emergency measures communication is provided to students and families at the beginning of the school year.

3. Bus Loading

- a. The principal is to establish procedures and arrange for supervision of bus loading and unloading at the school.

4. First Aid

- a. The principal is to ensure that a supply of first aid materials is available in the school and stored in a location known to all members of the staff.
- b. The principal is to endeavor to ensure that at least one member of the staff has current up-to-date certification and training in first aid and CPR.
- c. The principal is to ensure that WHMIS (Workplace Hazardous Materials Information System) manuals are current and staff member in-service and materials meet the requirements of *The Occupational Health and Safety Act, 1993* and *Regulations of the Act, 1996*.

5. Emergencies

- a. Each school principal shall create, annually, a School [Tragic Events Response](#) Team (School TERT) which will include the principal, vice-principal, school counselor, and designated teacher(s).
- b. In any school emergency, the principal is to take whatever immediate action appears to be reasonable and necessary to ensure the safety of students, employees, or visitors to the school.
- c. The principal is responsible for developing a contingency plan for emergencies consistent with the Administrative Procedure 805 - Closure, Severe Weather and Student Transportation.

6. Hospital Emergency Treatment

- a. When a student is taken to hospital for treatment of illness or injury, the following conditions are to apply:
 - i. Attempts are made to notify the parent or guardian.
 - ii. If the parent or guardian cannot be contacted, the hospital is to be advised accordingly.
 - iii. In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.
- b. If an ambulance is required, it is to be called. The expense is the responsibility of the parent; however, if the expense is not recoverable, it will be paid by the Board.

7. Protective Equipment

- a. Teachers are to require students to wear safety and protective equipment as recommended for use in their instructional program and other school-approved activities.
- b. Specific guidelines for sporting and physical activities equipment are to be adhered to as outlined in the school division's [Sport and Activity Handbook](#).

8. Physical Activities

- a. Procedures for physical activities safety are to be consistent with the division's *Sport and Activity Handbook*.

9. Motorized Vehicular Traffic

- a. Motorized vehicular traffic is prohibited on school property with the exception of:
 - i. Designated parking areas
 - ii. Service, maintenance, and repair vehicles requiring access to specific areas.

10. Unusual Threats

- a. When an unusual threat to student or staff safety is received, the principal is to assess the situation and take appropriate action. This may include activation of the [Violence Threat Risk Assessment \(VTRA\) Protocol](#).
- b. Violence Threat Risk Assessment:
 - i. Each school principal shall create, annually, a School Violence-Threat Assessment Team (School TAT) which will include the principal, vice-principal, school counselor, teacher(s) and an RCMP officer.
 - ii. The Superintendent of Student Services or designate shall ensure that Community Threat Assessment teams are in place for each community. These will include members of the School TAT as well as designated school division staff and appropriate community partners.
 - iii. Each school principal shall review the North East School Division's [VTRA: A School Threat Assessment Team Handbook](#) annually with staff at the onset of the school year.
- c. Among appropriate and expeditious responses that may be taken by the principal the following, but not exclusive, listing of actions may occur:
 - i. Notifying the police immediately and following all directions given by the police
 - ii. Notifying the Director or designate immediately
 - iii. Carrying on with regular activities unless advised to the contrary by police
 - iv. Clearing the school premises
 - v. Avoiding any area of the school, which may threaten the safety of individuals
 - vi. Locking down the school

11. Dangerous and Communicable Diseases

- a. Any student or staff member whose health or medical condition may pose a significant health risk to others may be required to contact a physician.
- b. The physician is to be requested to provide a medical certificate stating whether the condition of the individual poses any significant threat to the health and welfare of others.

12. Tragic Events

- a. The Director of Education or designate is to ensure that the resource guide, [Emergency Measures and Tragic Events Response](#) is kept current and updated annually.
- b. The principal is to select staff members to a Tragic Events Response Team for the school at the initial meeting of the school year. That team can expect to be supported by the personnel resources of the school division if events demand more than a school-based intervention.
- c. The principal is to inform staff members and School Community Council members of the purpose and function of the Tragic Events Response Team.

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