

Administrative Procedure 160

STUDENT AND STAFF SAFETY

Background

Prairie South School Division is committed to ensuring safe learning and working environments throughout the school division to ensure acceptable standards of comfort, safety, health and sanitation.

Procedures

1. General

- 1.1 The principal is to maintain adequate conditions of safety and sanitation in the school and on school grounds.
- 1.2 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.
- 1.3 The principal is to arrange for the establishment and maintenance of an Occupational Health Committee in the school in accordance with 'Part II: the Saskatchewan Employment Act'.

2. Violent Threat/Risk Assessment (V-TRA)

- 1.1 The Superintendent of Operations in charge of safety shall ensure that the Violent Threat/Risk Assessment protocol is current and up to date.
- 1.2 The principal is to be familiar with .B0 (w)15.(t)6 (h)12 26.20 (v)9g .(B0 (w)15w7.80 (D)o5.30 (e)23

- 3.3 The principal is to ensure that the Critical Incident Quick Reference Chart (Safe Schools Handbook) is easily accessible.
 - 3.4 At the beginning of the school year, principals shall establish a Crisis Response team and review crisis response procedures with the established team.
 - 3.5 The principal is to inform staff members and School Community Council members of the school's purpose and function of the crisis response procedures.
4. Tragic Events
 - 4.1 The Superintendent of Operations in charge of safety shall ensure that the Trauma Response Guide (Safe Schools Handbook) is kept current and up to date.
 - 4.2 At the beginning of the school year, principals shall establish a Trauma Response team and review trauma response procedures with the established team.
 - 4.3 The principal is to inform staff members, parents, and School Community Council members of the purpose and function of the Trauma Response team.
5. Fire Drills, Lockdowns, Hold & Secure, and Evacuations
 - 5.1 The principal is to develop a detailed fire drill, lockdown, hold & secure, and evacuation plan for the school and ensure that all students and staff members are fully informed of their duties and responsibilities.
 - 5.1.1 The appropriate number and timing of fire drills and evacuation exercises are to be conducted as required by provincial fire authorities and guidelines of the Safe Schools Handbook .
 - 5.1.2 The appropriate number of lockdown and hold & secure exercises are to be conducted in accordance with the guidelines in the Safe Schools Handbook .
6. Physical Activities
 - 6.1 Procedures for physical activities safety are to be stated in the school division's Physical Activity Safety Guidelines
 - 6.1.1 It is the responsibility of the Superintendent of Operations in

