

## 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



