



### Pacific Link College

#### Safety Policy

Name of Policy

August 1, 2014

Implementation Date

#### All Staff

Position(s) Responsible for Administering this Policy

March 31, 2018

Date of Last Revision

#### **Policy:**

Pacific Link College is committed to providing a healthy and safe, working and learning environment for all employees and students. The policy applies to all Pacific Link College employees and students.

#### **Procedure for Fire Safety:**

1. The Campus Coordinator ensures that adequate fire suppression equipment is available as needed throughout the campus and that all fire suppression equipment is inspected by a qualified inspector at least annually.
  2. The Administrative Assistant ensures that all employees receive training in the operation of the fire suppression equipment and in the school fire evacuation procedures.
  3. The Administrative Assistant is responsible for preparing and posting emergency exit instructions route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
  4. In the event of a fire emergency, the Administrative Assistant will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known) and the location of the fire within the campus.
  5. The Administrative Assistant will advise all employees to evacuate the campus.
  6. Instructors will escort their students to a designated meeting location ensuring that he or she takes the class list with them. At the designated meeting location, the Instructor will
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check the students present against the list of students in attendance that day and will immediately advise the Administrative Assistant if anyone is missing.

7. The Campus Coordinator will act as a liaison between fire officials and students/employees during the emergency. If necessary, the On-Site Administrator will authorize school closure.
8. No student or employee will re-enter the campus until the fire officials have authorized re-entry.

### **Procedure for Earthquake Safety:**

1. The Campus Coordinator ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.
  2. The Administrative Assistant ensures that all employees receive training in the school earthquake evacuation procedures.
  3. The Administrative Assistant is responsible for preparing and posting emergency instructions and exit route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
  4. In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
  5. When it is deemed safe to do so, the Administrative Assistant will advise all employees to evacuate the campus.
  6. Instructors will escort their students to a designated meeting location ensuring that he or she takes the class list with them. At the designated meeting location, the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Administrative Assistant if anyone is missing.
  7. The Campus Coordinator will act as a liaison between rescue officials and students/employees during the emergency. If necessary, the Program Head will authorize school closure.
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# **PACIFIC LINK COLLEGE**

## **Dispute Resolution Policy**

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8. No student or employee will re-enter the campus until the rescue officials have authorized re-entry.