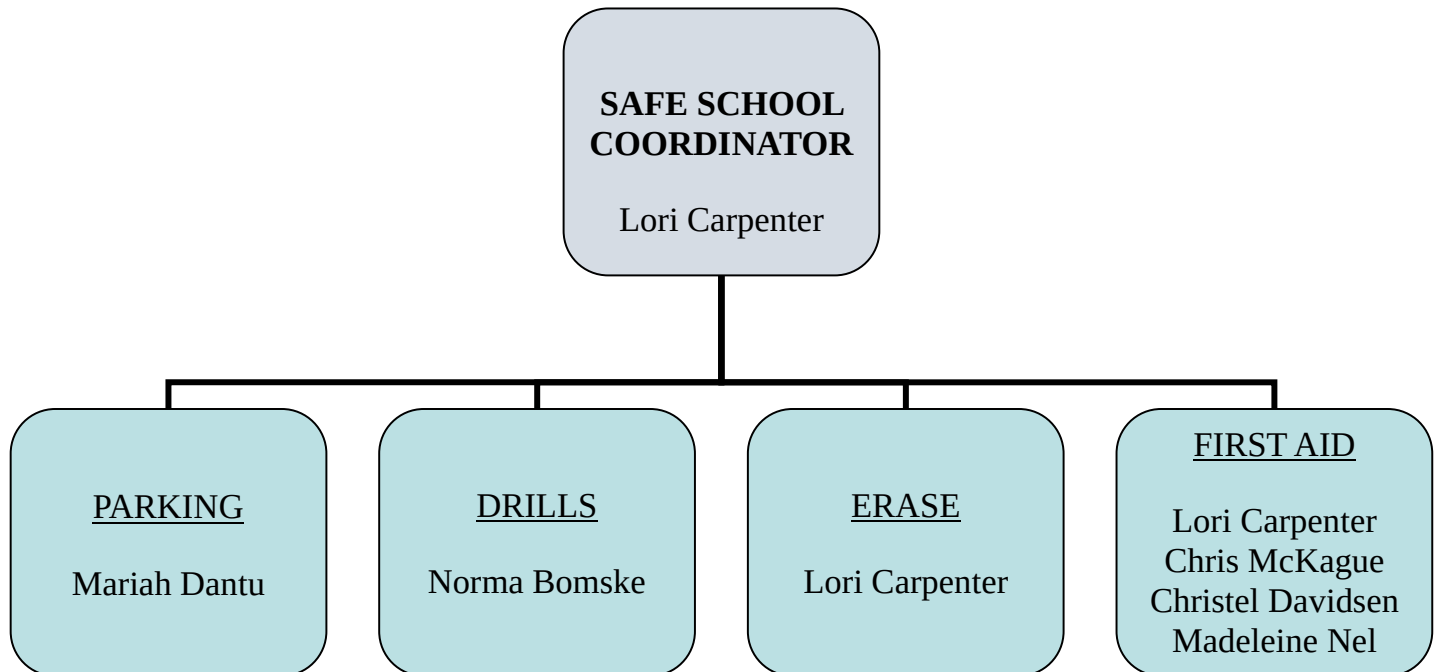


# SCHOOL SAFETY STRUCTURE



**Safe School Coordinator** – oversees each division of safety for the school building, grounds and attendees. Responsible for recruiting and orientation of division leaders and conflict/problem resolution concerning all safety areas.

**Divisions:**

- Parking – during school hours, lock and unlock parking lot gate. Responsible for all parking lot incident reports and provide conflict resolution.
- Drills – are earthquake, fire and lockdown. Responsible for planning, implementing, analyzing, and logging all drills throughout the year
- ERASE – document, assess and report all cases to the Director/Principal. Responsible for reporting to the Director and the Ministry of Children and Family Development.
- First Aid – certified first-aid attendants to assess & write up moderate to serious injuries sustained on the premises. Responsible to transport the injured person to a medical facility if necessary.

**Appointed School Official (ASO)**– should an accusation of physical/sexual abuse occur against any staff member. An investigation is conducted by the appointed person which is Caron Mulgrew.

**Alternate Appointed School Official (AASO)** Should an accusation occur against the ASO then the Alternate Appointed school official will be in charge of the investigation.