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| **24.0 WORKING ALONE** |

This plan applies to all Division employees including administrators, support staff (secretaries, technicians, EA’s and casual employees), teachers, security staff, cleaners, caretakers, shop tradesmen, truck, bus, and courier drivers, and summer students.

**\*\*The following information contains excerpts from the PTSD Working Alone Administrative Practice. If you have working alone scenarios in your school that are not covered by the information mentioned below or found in the Working Alone Admin Practice, the school must create a separate working alone plan. Please do NOT delete any of the information but add any additional plans.**

**Note: Each plan must be created in consultation with staff members that will be working alone. Please remove this blue printing in your booklet. \*\*\*\***

* Administrators must prepare a **working alone plan** for staff working after 4:30 during weekdays, weekends or during the summer.
	+ Please use the [working alone plan template](https://www.pembinatrails.ca/page/641/working-alone), available on the safety portal under working alone.
* All schools will be locked on weekends and evenings after 4:30pm to protect staff while working after normal school hours. Unauthorized people are not permitted to remain on site after closure.
* All staff working after hours must have their supervisor’s permission and a working alone plan prior to working.
* Support staff (secretaries, EA’s, technicians, and casual employees) teachers and administrators **working alone in the school after regular hours or during the summer** must have a means of communication, a cell phone or school-based radio, so that they can contact the caretaker for help if they have a safety concern.
* When working during irregular hours **it is the staff members’ responsibility** to check in with the caretaker when they arrive; frequently throughout their stay at pre-arranged times; and prior to leaving the school.
* If there is an urgent situation, workers should call 911.
* Staff must ensure their routines are known by immediate family members or friends and arrange to arrive home on a pre-arranged basis.
* Ensure that family members have a school division phone number (such as their supervisors) to call in the case of an emergency (e.g., supervisors’ number, principal’s number, or numbers from the Divisional office).
* Staff working after hours are **NOT** allowed to prop open outside doors or let in family, friends or members of the public into the building. If someone is at the door contact the school caretaker.
* Staff that feel their safety is in immediate danger should trigger the fire alarm and, if possible, proceed to the school entrance where the fire alarm enunciator panel is located. This is an extreme measure and should only be taken if immediate assistance is required.
* If an employee is in severe distress and they believe they cannot wait for assistance from an adjacent school or make a call on their own to 911 they should go to the nearest pull station and trigger the fire alarm.
* Staff that are working with a student that has or may have the potential for violent behavior must have a means of immediate communication available to them at all times. This may include panic button, walkie-talkie, call button, etc. The receiving end of the communication tool must have another staff member available to respond with help at all times.
* **For Support staff and teachers traveling during school hours, for work purposes:**
	+ A check-in procedure must be in place at each school.
	+ A sign-in book must be maintained, and staff must check in and out as they leave or return to the school during the day either in person or by phone.
	+ If staff are required to leave during the day for school business, their destination should be noted in the check-in book.
	+ In the event that a person does not meet their final destination, the main contact person should attempt to contact the worker every 5 - 10 minutes.
	+ If they cannot be reached family members should be contacted to determine if the worker has had any contact or a change of plans.
	+ If the worker still cannot be contacted, the school division should be notified and will take any further action required.
* Any staff traveling with students that may be high risk / that has or may have the potential for violent behavior **must employ a two-person system**. This means:
	+ Two staff members must be present in the vehicle during transportation.
	+ One staff member is required to sit with the student in the back seat directly behind the driver.
	+ The vehicle should have a divisional sign indicating they are carrying students in their vehicles.
	+ Staff must have a means of communication to summon assistance if an emergency situation arises.
* Evening staff in a building with other co-worker’s present should ensure that they check on each other every hour during their shift (or at breaks). In multi-staffed schools’ workers frequently are employed some distance apart and only one of the workers will have the cell phone. Each caretaker must check to ensure all co-workers are out of the building before the alarm is set at the end of the shift.
* School Permits:
	+ Custodial or teaching staff should seek out the permit site supervisor to initiate contact and establish that the PTSD permit policies have been communicated.
	+ If at any time staff working alone should feel uncomfortable or threatened (verbally or physically) by a permit user (permit participant/parent/student), an attempt to resolve the situation by speaking with the supervisor of the permit should take place first.
	+ In the event this is not possible, or a resolution is not eminent, staff should immediately find a safe / secure location (lockable office or room) and:
* Contact their supervisor for direction.
* If you can’t reach your supervisor, contact XL alarms to request assistance from Security (204-231-1072)
* Contact the police if it is a serious threat (use of a weapon or assault).

**T - AFTER SCHOOL HOURS**

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| **WORKING ALONE SAFETY PROGRAM (WASP) PROCEDURES:** |

**Remove section:**

**~~Note: this system has been installed in select schools only and will be rolled out to each school over the next 2-3 years.~~**

~~Monday to Friday - the WASP System will activate anytime from 4PM until 6AM when a user enters the building and disarms the alarm system (system start times will vary depending on the school).  Users are able to enter the school as early as 6AM to disarm the building without activating the WASP system. Users can remain in the building until 4pm without activating the WASP system.~~

~~Weekends – the WASP System will activate anytime from Friday 4PM until Monday 6AM when a user enters the building and disarms the alarm system (system start times will vary depending on the school).  The WASP system will remain active until the building intrusion alarm system is re armed.~~

~~When the intrusion alarm system is disarmed, and the WASP system becomes active (due to time of day and day of week)~~

* ~~the first PA System voice message and visual display message broadcast will be:~~
	+ ~~“Working alone system activated………. Working alone system activated”.~~
	+ ~~The 55-minute timer is energized.~~
* ~~After 55 minutes the WASP system will activate the second PA System voice message and visual display message will be:~~
	+ ~~“Check-in required………. Check-in required”.~~
	+ ~~This message will repeat every minute for five minutes.~~
* ~~User(s) must reset the WASP system prior to the end of the 5-minute period in order to prevent an alarm condition.~~
	+ ~~To reset the WASP system the user must enter their personal 4-digit user code followed by the command key (# # # # CMD) into the “WASP system keypad”~~
* ~~If the user successfully resets the WASP system within the 5-minute period, the PA System voice message and visual display message will be:~~
	+ ~~“Check-in verified……. Check-in verified”.~~
	+ ~~This will reset the 55-minute timer.~~
* ~~If the user is unable to reset the WASP system within the 5-minute period, the WASP System will go into an alarm and the PA System voice message and visual display message will be~~
* ~~“Working Alone system is in alarm, security has been dispatched……...Working alone system is in alarm, security has been dispatched”.~~
* ~~XL Alarm will follow callout procedure as provided by the Facilities and Operation Department of the Pembina Trails School Division.~~

**~~PANIC ALARM PENDANTS:~~**

~~Each school will have three (3) pendant style 2-buttons panic alarm transmitters. These pendants are active 24 hours a day/seven days a week and 365 days are year. Workers must wear these at all times when working alone to provide assistance in the event of a personal emergency. If activated the alarm will result in assistance including Emergency Services (911)~~

* ~~To activate a panic alarm:~~
	+ ~~The user must press both buttons simultaneously for approximately 3 seconds until the LED on the pendant transmitter “flashes RED”.~~
		- ~~When the alarm is activated, a message will be announced over the PA system “Working Alone system is in alarm, security has been dispatched”.~~
		- ~~Note: It is recommended that the user press and hold both buttons simultaneously until the message has been heard over the PA system. This will assure the user that the security company has received the panic alarm signal.~~

~~All three panic alarms pendants must remain on site at the school. If the panic alarm pendant is taken off site it will transmit a trouble signal to XL Alarms. XL Alarms will follow the callout procedure as provided by Pembina Trails School Division.~~

~~The panic alarm pendants are battery powered. A low battery condition trouble signal will be transmitted both locally (at the school) and to XL Alarms. XL Alarms will follow a dispatch callout procedure as provided by Pembina Trails School Division.~~