

LOCATION:	WRITTEN BY:	APPROVED BY:	DATE :	LAST REVISION:
Oak Park School	Noreen Thompson	Gord Howe	June 13, 2018	Oct 15, 2018

HAZARDS PRESENT	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> Working Alone WASP system not triggered 	<ul style="list-style-type: none"> Orientation on WASP System XL Alarms contact information

SAFE WORK PROCEDURE

The WASP system is a working alone check in system that requires workers to physically check in with the system every 55 minutes. In the event that an employee fails to check in the system will send an alarm to XL Alarms will follow a call out system.

PROCEDURE:

Monday to Friday - the WASP System will activate anytime from 11PM until 6AM when a user enters the building and disarms the alarm system. 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 11pm without activating the WASP system.

Weekends – the WASP System will activate anytime from Friday 11PM until Monday 6AM when a user enters the building and disarms the alarm system. 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:

Three (3) pendant style 2-buttons panic alarm transmitters have been provided at Oak Park. These pendants are active 24 hours a day/ 7 days a week and 365 days a 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 recommend 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 Oak Park. 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.

CALL OUT LIST FOR OAK PARK HIGH SCHOOL – WASP SYSTEM**A. WASP Alarm Condition:**

1. SCHOOL CARETAKER CELL NUMBER 801-3898
2. 911

AND

3. SECURITAS 888-754-9326 24 HRS
4. SECURITAS 888-299-7448 24 HRS

AND

5. THOMPSON, NOREEN 612-5910 CELL
6. THOMPSON, NOREEN 889-3188 RES
7. JUBINVILLE, ALBERT 229-0934
8. JUBINVILLE, ALBERT 736- 4352
9. VANDENBOSCH, BRENT 471-7985 CELLULAR (UTILITIES SUPERVISOR)
10. VANDENBOSCH, BRENT 444-2818 RESIDENCE
11. PREVOST, LEON 981-9163
12. JOSS, KERI 261-5715 RESIDENCE (ASSISTANT DIRECTOR))
13. JOSS, KERI 805-4736 CELLULAR
14. HOWE, GORD 832-2951 RESIDENCE (DIRECTOR)
15. HOWE, GORD 226-2346 CELLULAR

B. PANIC ALARM CALL OUT:

1. 911

AND

2. SECURITAS 888-754-9326 MON-FRI 1800-0600, SAT, SUN & HOLIDAYS 24 HRS
3. SECURITAS 888-299-7448 MON-FRI 1800-0600, SAT, SUN & HOLIDAYS 24 HRS
4. THOMPSON, NOREEN 612-5910 CELL
5. THOMPSON, NOREEN 889-3188 RES
6. JUBINVILLE, ALBERT 229-0934
7. JUBINVILLE, ALBERT 736- 4352
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13. HOWE, GORD 832-2951 RESIDENCE (DIRECTOR)
14. HOWE, GORD 226-2346 CELLULAR

**C. LOW PANIC TRANSMITTER BATTERY and/or PANIC ALARM OUT OF RANGE
CONDITION**

Call during regular business hours (Monday to Friday 7:30am to 4pm)

- 1 SCHOOL CUSTODIAN CELL NUMBER 204-801-3898
- 2 JUBINVILLE, ALBERT 488-1767 (EXT. 1237) (CUSTODIAL SUPERVISOR)
- 3 THOMPSON, NOREEN 612-5910 CELL (CUSTODIAL COORDINATOR)

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- MB Regulation 2017/2006, Part 9, Working Alone