

Safety Policy	Revised on: May 2025
Next Revision: Jan 2026	

ARV Canada College is committed to providing a safe and healthy working and learning environment for all staff and students.

Procedure for Fire Safety:

- 1) The Onsite Administrator is responsible for ensuring adequate fire suppression equipment is available as needed throughout the campus and that it is inspected by a qualified inspector at least annually.
- 2) The Onsite Administrator is responsible for ensuring all employees receive safety training with respect to fire suppression and fire evacuation procedures during their orientation.
- 3) The Onsite Administrator is responsible for preparing and posting emergency exit plans in each classroom at the campus with the exit from that room specifically highlighted.
- 4) In the event of a fire emergency, the Onsite Administrator, or a designated staff member, 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) In the event of a fire emergency, all staff and students are to evacuate the campus.
- 6) Instructors will escort their students to a designated meeting location, ensure 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 Onsite Administrator if anyone is missing.
- 7) The Onsite Administrator or designate, will act as liaison between fire officials and students/employees during the emergency. If necessary, the Onsite Administrator will authorize school closure.
- 8) No student or employee will re-enter the campus until the fire officials have authorized re-entry.
- 9) Students will be advised of all safety procedures during their first day of class and all emergency procedures will be posted throughout the campus.

Procedure for Earthquake Safety:

- 1) The Onsite Administrator is responsible for ensuring 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 Onsite Administrator is responsible for ensuring all employees review earthquake and evacuation procedures during their orientation to the College.

- 3) The Onsite Administrator is responsible for preparing and posting emergency instructions and emergency evacuation plans in each classroom at the campus with the exit from that room specifically highlighted.
- 4) In the event of an earthquake emergency, all employees and students will take cover and remain under cover until the shaking stops. When it is deemed safe to do so, all employees and students are to evacuate the campus.
- 5) 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 onsite Administrator if anyone is missing.
- 6) The onsite Administrator or designate, will act as liaison between rescue officials and students/employees during the emergency. If necessary, the onsite Administrator will authorize school closure.
- 7) No student or employee will re-enter the campus until the rescue officials have authorized re entry into the campus
- 8) The onsite administrator will schedule fire and earthquake drill from time to time and will complete the drill. The details of the drill schedule will be kept at reception for one year.
- 9) The Onsite Administrator and/or Senior Education Administrator will provide such further safety policies and procedures as are deemed necessary for program specific safety issues.

Canada College