

Safety Policy

	Implementation Date
	January 1st 2014
All employees are responsible for administering this policy.	
All employees and students	Date of Last Revision (February 6 th 2018)

Policy:

Island Coastal Aviation is committed to providing a healthy and safe, working and learning environment for all employees and students. The policy applies to all [Institution] employees and students.

Procedure for Fire Safety:

1. The Safety Officer ensures that adequate fire suppression equipment is available as needed throughout the facility and that all fire suppression equipment is inspected by a qualified inspector at least annually.
2. The Safety Officer ensures that all employees receive training in the operation of the fire suppression equipment and in the school fire evacuation procedures.
3. The Safety Officer is responsible for preparing and posting emergency exit instructions route maps in each classroom at the Facility with the exit from that room specifically noted in a coloured highlight.
4. In the event of a fire emergency, **the Safety Officer 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 Facility.
5. The Safety Officer will advise all employees to evacuate the facility.
6. Instructors will escort their students to Island Coastal Aviation parking lot ensuring that he or she takes the class list with them. At parking lot, the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Safety Officer if anyone is missing.
7. The Safety Officer will act as a liaison between fire officials and students/employees during the emergency. If necessary, the Safety Officer will authorize flight training school closure.
8. No student or employee will re-enter the facility until the fire officials have authorized re-entry.

Procedure for Earthquake Safety:

The Safety Officer ensures that adequate precautions are taken throughout the Facility 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

Pitt Meadows, British Columbia, Canada

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Procedure for Fire Safety:

9. The Safety Officer ensures that adequate fire suppression equipment is available as needed throughout the facility and that all fire suppression equipment is inspected by a qualified inspector at least annually.
10. The Safety Officer ensures that all employees receive training in the operation of the fire suppression equipment and in the school fire evacuation procedures.
11. The Safety Officer is responsible for preparing and posting emergency exit instructions route maps in each classroom at the Facility with the exit from that room specifically noted in a coloured highlight.
12. In the event of a fire emergency, **the Safety Officer 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 Facility.
13. The Safety Officer will advise all employees to evacuate the facility.
14. Instructors will escort their students to Island Coastal Aviation parking lot ensuring that he or she takes the class list with them. At parking lot, the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Safety Officer if anyone is missing.
 - 1) At or above head-level.
 - 2) The Safety Officer ensures that all employees receive training in the school earthquake evacuation procedures.
 - 3) The designated Safety Officer is responsible for preparing and posting emergency instructions and exit route maps in each room at the Facility 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 Safety Officer will advise all employees to evacuate the Facility.
 - 6) Instructors will escort their students to Island Coastal Aviation parking lot ensuring that he or she takes the class list with them. At parking lot, the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Safety Officer if anyone is missing.
 - 7) The Safety Officer will act as a liaison between rescue officials and students/employees during the emergency. If necessary, the Safety Officer will authorize flight training school closure.
 - 8) No student or employee will re-enter the Facility until the rescue officials have authorized re-entry.

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