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8.0 Emergency Management Program for an OSH Management System at AGS (CANADA)

Introduction

This document outlines a comprehensive Emergency Management Program (EMP) that integrates with the Occupational Safety and Health (OSH) Management System at AGS (CANADA). The program aims to enhance preparedness, ensure effective response to emergencies, and mitigate impacts associated with incidents. The following sections detail each critical area as specified.

8.1 Emergency Response and Management Program/Procedures Development

- Objective: Establish a framework for effective management of emergencies to protect students, staff, visitors, and property.
- Documented Procedures: Develop and maintain documented emergency response procedures that addresses a range of potential emergencies, including but not limited to:
 - Fire incidents
 - Medical emergencies
 - Natural disasters (earthquakes, floods)
 - Threats (intruder, stranger)
 - Gas leak
- Accessibility: Ensure emergency procedures are easily accessible to all staff and students (e.g., distributed during orientations, posted in common areas).

8.2 Risk-Based Identification and Response to Potential Emergency Situations

- Risk Assessment: Conduct regular risk assessments to identify and evaluate potential emergency situations, including normal and abnormal conditions. This should involve:
 - Site inspections and safety audits
 - Surveys and feedback from staff and students
 - Historical data analysis of past incidents
- Emergency Situations: Categorize emergencies by likelihood and impact severity (high, medium, low) to prioritize response resources.

8.3 Specific Emergency Response & Management Roles, Responsibilities & Resources

- Roles and Responsibilities:

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- Emergency Coordinator: Oversees the overall emergency management program and coordinates the response efforts.
- Safety Officers: Designated staff responsible for specific areas (e.g., health, fire safety).
- First Aid Team: Trained staff responsible for administering first aid and emergency medical support.
- Communication Officer: Manages all internal and external communications during an emergency.
- Resources:
 - Maintain adequate emergency supplies, including first aid kits, fire extinguishers, and emergency lighting.
 - Ensure staff undergo training to perform their designated roles effectively.

8.4 Risk-Based Emergency Response and Management Plans

1. Fire Management Plan:
 - Regular fire drills conducted at least twice a year.
 - Clearly marked escape routes and positions of fire extinguishers.
 - Installation and maintenance of a fire alarm system.
2. Emergency Evacuation Plan:
 - Establish evacuation routes and assembly points.
 - Develop procedures for accounting for all attendees after evacuation. (Adverse weather conditions procedures is in Appendix 3)
 - Provide training for staff on evacuation protocols.
3. Threat-Specific Plans:
 - Active Shooter Response Plan: Procedures for lockdown, evacuation, and triage.
 - Bomb Threat Response Plan: Guidelines for evacuation and facility search.
4. Facility Specific Plans:
 - Tailored emergency procedures reflecting the unique characteristics of the school (e.g., playground, labs).
5. Support/Functional Plans:

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- Communicate with local hospitals and emergency services to create a support network.
- Develop plans for psychological support following critical incidents.

8.5 Plans for High-Risk Hazards and Emergency Resources

- Resource Provisions:
 - Identify and allocate resources necessary for emergency response (e.g., human resources, equipment).
 - Train staff and students in emergency procedures, fire drills, and first-aid response.
- Stakeholder Communications:
 - Create templates for notifying parents/guardians during emergencies.
 - Establish multi-channel communication systems (text alerts, loudspeakers, emails) for immediate notification.
- Local Authorities Collaboration:
 - Develop relationships with local fire departments, police, and emergency services.
 - Regular meetings and joint drills with local authorities to foster quick collaboration during real events.

8.6 Periodic Emergency Response and Management Tests and Exercises

- Drills and Exercises:
 - Conduct emergency drills, including fire drills, lockdown procedures, and evacuation simulations at least twice a year.
 - Implement tabletop exercises involving staff to discuss and refine emergency response strategies.
- Feedback Mechanism:
 - After each drill or exercise, collect feedback to evaluate the effectiveness of the response and identify areas for improvement.

8.7 Monitoring and Review of Plans and Procedures Annually

- Annual Review Process:
 - Establish an annual review timetable for all emergency procedures and plans.

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- Involve stakeholders (staff, students, local authorities) in the review process to identify lapses and make improvements.
- Documentation of Changes:
 - Keep detailed records of revisions made to emergency plans, justifying changes based on drill performance, feedback, or new risks identified.

Conclusion

The implementation of this Emergency Management Program is critical for promoting safety and preparedness at AGS (CANADA). Regular updates, training, and collaboration with stakeholders will result in an effective response to incidents, ultimately safeguarding the well-being of all involved.



(Principal)



(Vice Principal - Junior High)

Date: Dec. 13/24


Reference: ADOSH-SF – Management System Elements - Element 6 – Emergency Management Review, Version 4.0 – 15th July 2024 Section 3.6

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Appendix 1 : Emergency Management Framework for a AGS (CANADA) OSH Management System

1. Objective:

To create a comprehensive emergency management framework that ensures effective risk identification, response planning, and resource allocation for various emergency situations at AGS (CANADA)school.

2. Risk-Based Identification and Response (Section 8.2)

Step 1: Risk Assessment:

- Conduct a comprehensive risk assessment to identify potential emergency situations, including natural disasters (e.g., earthquakes, floods), human-made emergencies (e.g., active shooter, threats), health emergencies (e.g., pandemic), and technology failures (e.g., power outages).
- **Categorize risks** into normal (routine emergencies) and abnormal conditions (unforeseen events).

Step 2: Risk Prioritization;

- Assess the likelihood and severity of each identified risk to prioritize emergency response plans.

Step 3: Response Planning:

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- Develop tailored response protocols for each identified emergency, detailing roles and resources.

3. Defining Roles and Responsibilities (Section 8.3)

Step 1: Establish an Emergency Response Team (ERT): Designate specific roles within the ERT, including:

Incident Commander: Overall management of emergencies.

Safety Officer: Ensures safety measures are in place.

Communications Officer: Manages internal and external communication.

First Aid Officer: Provides medical assistance.

Logistics Officer: Manages resources and equipment.

Step 2: Training and Awareness: Conduct regular training sessions to inform staff, students, and stakeholders of their responsibilities in an emergency.

4. Development of Emergency Response and Management Plans (Section 8.4)

Step 1: Fire Management Plan:

- Develop a Fire Safety Policy outlining evacuation routes, assembly points, and fire drill schedules.
- Ensure all firefighting equipment is regularly checked.

Step 2: Emergency Evacuation Plan:

- Create a detailed evacuation plan that includes: Clear evacuation routes for each building.
- Designated assembly areas.
- Procedures for accounting for all individuals post-evacuation.

Step 3: Threat-Specific Plans:

- Develop specific plans for dealing with threats such as:
Stranger/Intruder events: Lockdown procedures, communication strategies, escape routes.
Violent intruder situations: Alert systems, shelter-in-place guidelines.

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Appendix 2: Possible Emergency Situations at AGS (CANADA):

<u>Emergency Case</u>	<u>Step-by-Step Guide</u>
<u>1. Fire Incident</u>	<p>8.2 Risk Identification & Response</p> <ol style="list-style-type: none"> 1. Conduct a fire risk assessment. 2. Implement fire prevention measures. 3. Train staff on fire safety. <p>8.3 Roles & Responsibilities</p> <ol style="list-style-type: none"> 4. Designate fire wardens and assign responsibilities. 5. Provide resources (fire extinguishers, alarms, etc.). <p>8.4 Emergency Response Plan</p> <ol style="list-style-type: none"> 6. Develop a Fire Management Plan including evacuation routes and assembly points. 7. Establish communication protocols with local fire services. <p>8.6 Testing & Drills</p> <ol style="list-style-type: none"> 8. Organize fire drills twice a year <p>8.7 Monitoring & Review</p> <ol style="list-style-type: none"> 9. Review the Fire Management Plan annually, updating as needed.

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<u>2. Medical Emergency</u>	<p>8.2 Risk Identification & Response</p> <ol style="list-style-type: none"> 1. Identify common medical emergencies (e.g., allergic reactions, injuries). 2. Train staff in first aid and CPR. <p>8.3 Roles & Responsibilities</p> <ol style="list-style-type: none"> 3. Assign a First Aid Officer for emergency response. 4. Ensure first aid kits are stocked and accessible. <p>8.4 Emergency Response Plan</p> <ol style="list-style-type: none"> 5. Outline procedures for medical emergencies, including contacting emergency services. 6. Develop a list of staff trained in first aid. <p>8.6 Testing & Drills</p> <ol style="list-style-type: none"> 7. Conduct annual first aid training and mock emergency scenarios. <p>8.7 Monitoring & Review</p> <ol style="list-style-type: none"> 8. Review medical emergency procedures annually; update based on incidents.
<u>3. Natural Disaster (Earthquake)</u>	<p>8.2 Risk Identification & Response</p> <ol style="list-style-type: none"> 1. Assess the geographical risk for earthquakes. 2. Train staff on safety procedures during earthquakes. <p>8.3 Roles & Responsibilities</p> <ol style="list-style-type: none"> 3. Identify evacuation coordinators. <p>8.4 Emergency Response Plan</p> <ol style="list-style-type: none"> 4. Prepare an emergency kit. 5. Create a Natural Disaster Plan outlining response and evacuation protocols. 6. Implement facility-specific measures (e.g., securing heavy furniture). <p>8.6 Testing & Drills</p> <ol style="list-style-type: none"> 7. Conduct earthquake drills annually. <p>8.7 Monitoring & Review</p> <ol style="list-style-type: none"> 8. Update the Natural Disaster Plan yearly based on lessons learned.
<u>4. Threat (Violent Intruder)</u>	<p>8.2 Risk Identification & Response</p> <ol style="list-style-type: none"> 1. Evaluate vulnerabilities and conduct situational assessments 2. Establish a plan for potential threats (Active Shooter Plan). <p>8.3 Roles & Responsibilities</p> <ol style="list-style-type: none"> 3. Train staff and students on the response to active shooter situations (Run, Hide, Fight) <p>8.4 Emergency Response Plan</p> <ol style="list-style-type: none"> 4. Establish communication protocols during a threat (e.g., use of PA systems, text alerts). 5. Coordinate with local law enforcement for support and training. <p>8.6 Testing & Drills</p> <ol style="list-style-type: none"> 6. Conduct active shooter drills annually. <p>8.7 Monitoring & Review</p> <ol style="list-style-type: none"> 7. Review and adjust plans based on drills and feedback.
<u>5. Gas Leak</u>	<p>8.2 Risk Identification & Response</p> <ol style="list-style-type: none"> 1. Identify areas with potential gas leak hazards.

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	<p>2. Implement gas detection systems</p> <p>8.3 Roles & Responsibilities</p> <p>3. Designate an emergency response team.</p> <p>4. Ensure appropriate resources and equipment are available (e.g., gas masks).</p> <p>8.4 Emergency Response Plan</p> <p>5. Develop an Evacuation Plan specific to gas leaks, outlining safe routes.</p> <p>6. Establish reporting procedures.</p> <p>8.6 Testing & Drills</p> <p>7. Conduct drills annually for gas leaks.</p> <p>8.7 Monitoring & Review</p> <p>8. Review the Gas Leak Plan yearly; update based on incidents & technology advances.</p>
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Additional Guidelines for Emergency Preparedness and Response Procedures/Programs

- **Assessing Potential for Accidents and Emergencies:** Regularly conduct hazard assessments and update risk registers.
- **Preventing Incidents:** Implement preventive measures like regular inspections, maintenance, and training for both staff and students.
- **Plans/Procedures for Responding to Incidents:** Ensure all emergency response plans are detailed, easily accessible, and include clear steps and responsible parties.
- **Periodic Testing of Emergency Plans/Procedures:** Organize and evaluate drills for different emergency scenarios. Make necessary adjustments based on feedback from participants.
- **Mitigating Impacts:** Develop support systems post-incident (e.g., counseling for affected individuals) to minimize emotional and psychological impacts.

Final Note

This emergency management table serves as an essential resource for ensuring the safety and preparedness of the school in various emergency scenarios. Regular updates, training, and communication will be crucial for maintaining effectiveness and legal compliance in emergency management.

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Appendix 3: Occupational Safety and Health (OSH) Management System for Private School During Adverse Weather Conditions:

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1. Introduction

AGS (CANADA) aims to implement effective management during adverse weather conditions. The guidelines set forth are tailored to mitigate risks, ensure safety, and maintain communication with all stakeholders during emergencies.

2. Risk-Based Identification and Response

2.1 Normal and Abnormal Conditions

- Normal Conditions: Routine school operations with no significant weather impacts.
- Abnormal Conditions: Inclement weather forecasts indicating heavy rainfall, dust storms, fog, lightning, or high winds.

2.2 Emergency Situations

The school will identify potential emergencies associated with adverse weather conditions through a risk assessment program. Scenarios will cover:

- Severe rainfall leading to flooding
- Reduced visibility due to fog
- Dust/Sand storms affecting air quality
- Lightning risks during storms
- High winds posing structural risks

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- Use table below for reference:

Weather Conditions	Hazard	Possible controls
Fog	Reduced visibility on roads may lead to vehicle collisions	<ul style="list-style-type: none"> • Vehicle speed to be reduced, keeping a longer gap from the vehicle in front • Fog lights to be used • Vehicle to be driven using dipped headlights • If visibility becomes very poor, driver to pull over in a safe place until it improves • Use of high visibility clothing • Warning alarms (audio and visual) for plant and equipment
	Reduced visibility of pedestrians	
Rain	Reduced visibility and increased stopping distances may lead to vehicle collisions	<ul style="list-style-type: none"> • Windscreen wipers to be kept in good condition • Vehicle speed to be reduced, with at least a four-second gap (see note) from the vehicle in front • Lights to be used if visibility is poor • Screen heater to be used to prevent misting
	Slippery surfaces caused by heavy rainfall (entrances to offices, hotels, retail etc)	<ul style="list-style-type: none"> • Appropriate signage provided • Good housekeeping in place • Non Slip rugs or mats provided at entrance
	Flooding / Unstable structures (construction sites) due to heavy rain and / or wash out of sand	<ul style="list-style-type: none"> • Regular inspections • Equipment secured • Stop the Work • Clear surrounding areas
Wind / Sandstorms	Objects overturned Objects blown loose from fittings	<ul style="list-style-type: none"> • Regular checks and maintenance • High risk items including scaffolding structures, heavy cranes etc. removed or secured during extreme high wind • Follow manufactures instructions • Stop the Work in high winds
	High winds may lead to driver losing control of the vehicle.	<ul style="list-style-type: none"> • Vehicle speed to be reduced, maintaining a steady course • Drivers to keep a safe distance from other vehicles • Drivers to avoid overtaking, especially high-sided vehicles and very small vehicles
		<ul style="list-style-type: none"> • Consider postponing any driving
	Reduced visibility due to sandstorms	<ul style="list-style-type: none"> • Vehicle to be driven using dipped headlights • If visibility becomes very poor, driver to pull over in a safe place until it improves • Warning alarms (audio and visual) for plant and equipment • Use of high visibility clothing

3. Emergency Response and Management Roles

3.1 Assigned Responsibilities

The following roles are to be assigned for effective emergency management:

- OSH Coordinator: Oversee the implementation of the OSH Management System.
- Weather Monitoring Officer: Monitor local weather reports and alarms.
- Communication Officer: Responsible for disseminating alerts to staff, parents, and local authorities.
- Safety Officers: Ensuring emergency procedures are understood and followed.

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(d) Table two below has been developed using the RACI format, which for the purposes of this document is as follows:

- (i) R = Responsible - Authorized to take action
- (ii) A = Accountable - Accountable for all actions
- (iii) C = Consulted on all decisions taken (prior to action)
- (iv) I = Informed of decision

	Weather Severity Level				
	Insignificant	Minor	Moderate	Major	Catastrophic
CEO / COO	I/A	I/A	I/A	I/A	I/A
HR Director	I / C	I / C	C	C	C
OSH Director	R	R	R	R	R
Project Director / Manager	C	C	R	R	R

Table Two: possible authority levels within an organization

3.2 Resource Allocation

Ensure resources such as first aid kits, emergency supplies, and communication tools are readily available.

4. Risk-Based Emergency Response and Management Plans

4.1 Fire Management Plan

- Regular fire drills to simulate responses during inclement weather.
- Designated routes for evacuation that consider possible hazards such as flooding.

4.2 Emergency Evacuation Plan

- Clear procedures for evacuating students and staff.
- Designation of safe assembly points away from potential hazards.

4.3 Threat-Specific Plans

- Subject to regular review and practice. Includes plans for individual threats like flooding or high wind scenarios.

4.4 Facility-Specific Plans

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- Adapt building infrastructure and resources for each specific facility, accounting for unique risks associated with adverse weather.

5. Specific Emergency Plans for High-Risk Hazards

5.1 Resources Provision

Staff training, procedure orientation, first aid training, and safety drills will be conducted.

5.2 External Communication Arrangements

Establish protocols for communicating with parents, guardians, and local media during emergencies.

5.3 Communication with Local Authorities

Create a directive on how the school will liaise with local emergency services in case of significant incidents.

6. Periodic Testing and Exercises

Conduct emergency drills annually to ensure readiness. Each drill should simulate a specific adverse weather scenario critical to the school's operations.

7. Monitoring and Review Processes

An annual review of emergency plans and procedures will take place, incorporating lessons from drills and actual events.

8. Procedure for Managing Adverse Weather

8.1 Roles and Responsibilities

Clearly defined roles for monitoring, response, and communication to ensure accountability.

8.2 Authority Levels

Define authority levels for decision-making. For example, teachers can release students under certain conditions with transparent guidelines.

8.3 Employee Travel Considerations

- Regularly assess employee safety regarding commute and adjust school timings as necessary.
- Develop clustering techniques for staff based on geographical location for targeted communication.

8.4 Clear Instructions for Weather Conditions

- Maintain a clear, documented procedure for every weather event.

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- Specify actionable alerts, such as when to close school, suspend outdoor activities, or implement travel restrictions.

9. Conclusion

Preparedness for adverse weather conditions is essential for the safety of students and staff in AGS (CANADA) management system. This OSH Management System not only prioritizes safety but also aids in effective communication, resource management, and overall risk management that can significantly mitigate potential hazards. Regular training, testing, and updates will ensure that all involved parties remain informed and capable of managing real adverse weather situations effectively.

School Principal

Vice-Principal (Junior High)

12th December, 2024
Date

Reference: ADOSH-SF – Management System Elements - Element 6 – Emergency Management Review, Version 4.0 – 15th July 2024 Section 3.6

ADOSH-SF – Technical Guideline - Dealing with Adverse Weather Conditions - Version 4.0 – 15th July 2024