


Administrative Procedure Emergency Response for Online Learning Facilitators	
	Department: Corporate Services
	Approved by: Leadership Council
	Date Approved: March 18, 2024
	Revision Date(s):
	Review Date:
	External References • <i>The Education Act, 1995</i>
	Internal References • N/A

Purpose

- This administrative procedure aims to provide online learning facilitators with clear direction on course of actions in the event of an emergency at their designated school site.

Scope

- This procedure applies to all online learning facilitators employed by Saskatchewan Distance Learning Centre (Sask DLC) supporting students in schools accessing courses through Sask DLC.

Policy Statement

- Sask DLC is committed to providing staff with a safe and positive work environment.

Roles and Responsibilities:

1. Online Learning Facilitators:
 - a. Familiarize themselves with the assigned school’s emergency procedures and protocols.
 - b. Follow the guidance and direction of the assigned school’s administration and emergency personnel during an emergency situation.
 - c. Report any incidents or issues encountered during emergency situations to the school principal and campus principal.
2. Campus Principals:
 - a. Request on file the latest emergency policies and procedures of the school where online learning facilitators are assigned to.
 - b. Evaluate the urgency and severity of incidents or issues that online learning facilitators encounter during an emergency in their assigned school.

- c. Record details related to the reported incident. This includes the response time, action taken and any valuable lessons learned.
 - d. Inform the senior executives of Sask DLC about the incident by contacting the Superintendent of School Operations responsible for that specific geographic location.
3. School Principals:
- a. Provide online learning facilitators with information about the school's emergency procedures, evacuation routes and assembly points.
 - b. Ensure that online learning facilitators are aware of their roles and responsibilities during emergency situations.

Definitions:

1. **Campus Principal:** The administrative head of the Sask DLC regional campus.
2. **Emergency:** These include but are not limited to natural disasters, severe weather, medical emergencies, acts of violence, or any other situation that poses an immediate threat to the safety of individuals within a school site.
3. **Emergency Personnel:** Refers to individuals trained and/or working in emergency response, such as fire-fighters, paramedics and police officers.
4. **School Principal:** The administrative head of a school where online learning facilitators are assigned to.