

Each School Board will approve a site specific **Safety and Security Plan** and it shall be responsible for implementation and compliance. This policy and the **Safety and Security Plan** prepared by the school are designed to promote the safety of the school's employees, students, volunteers and visitors. The plan will include provisions for the following areas:

	Domain	Standard
1	Controlled Entry to Campus Buildings	Locked external doors and controlled admittance during "in session days".
2	Personnel Accounting	The ability to account for every person in the event of an emergency. Class lists with contact information for each student is to be available to administration during an incident.
3	Safety Information	Communicate safety information using clear signage and the school handbook. Emergency skills will be regularly taught and reinforced.
4	Response Systems	Individuals will be designated to maintain alarms, locks, and emergency communications.

A template is available to assist in preparing the school's **Safety and Security Plan**.

The principal of each school is designated as the Primary Safe School Coordinator (SSC). Their key responsibilities are to:

- Act as a primary liaison between the school and the Ministry of Education and with community partners as required
- Play a key role in the development of school-wide safety initiatives and in responding to student safety incidents
- Respond to reported incidents from the Erase online reporting tool

In addition, the BC Conference Superintendent or Associate will serve as a Safe School Coordinator and will support the Conference schools in their efforts to create safe and inclusive learning environments and keep current certification in Digital Threat Assessment to support the SCC.