

The following are guidelines for School Off Campus Teachers to ensure safety during off site visits.

These guidelines should be reviewed and adapted to meet the specific needs of the school, the work sites and the Teacher.










GENERAL CONSIDERATIONS

- Prior to the visit, obtain as much information as possible about the site. Discuss any risks or concerns with your principal.
- Complete whereabouts sheet and/or update the sign in/sign out sheet and/or your shared calendar so your location is known.
- Ensure there is a log of your visits: date, time, location and contact person.
- Where possible, schedule visits during your Off Campus Teacher time. Let a designated person know (principal, secretary, etc.) when your expected time of return will be. Determine whether you will notify the designated person upon your arrival at the site and again upon departure.
- Contact the designated person if you will be delayed beyond your expected time of return.
- Ensure the designated person knows the protocol for communication in the event that you do not return at the expected time and have not made contact. (e.g. attempt to locate you on your cell phone, at the site, at other sites, call home, call police with vehicle information, etc.)
- Identify the communication system that will be in place in the event that emergency assistance is required (e.g. cell phone, check in procedure, etc.). Choose a code word to confirm when help is needed.
- Take a cell phone that is programmed with at least three emergency numbers in the event that emergency assistance is required. Ensure cell phone is charged and will work at the site you are visiting.
- Should visits be necessary outside of regular school hours, ensure there is protocol in place to advise of your safe return and confirm an afterhours contact person in the event of an emergency.
- Dress appropriately (be practical, be comfortable, follow dress code and wear Personal Protective Equipment where required).
- Reschedule visits if hazardous driving conditions exist. Travel on main roads and highways where possible. Check AMA for current road reports.
- Ensure the school has emergency contact numbers, vehicle description and license plate on file.
- Make sure your vehicle is roadworthy and in good repair. Check oil, gas and tire pressure.
- Equip vehicle with a basic first aid kit and roadside survival kit.
- Take a map or GPS system. Plan your route in advance.
- Obey speed limits and pay attention to road conditions.
- If the vehicle breaks down, stay inside and call for help.
- If you are followed while driving, drive to a Police Station or a convenience store and honk repeatedly. **Do not drive home.**
- Park your vehicle in a safe, well-lit and populated location. Avoid rear/secluded/underground parking areas where possible. Remember where you parked your vehicle.
- Park in different spots in lots that you frequent daily/weekly.
- Keep keys in ready to use position when walking to and from the site.
- If you are followed on the way to your vehicle, **do not get in the vehicle.** Have an alternate plan and know the closest place to seek safety.
- Be alert. Do not look confrontational, but do look assertive.
- Always listen to your own internal signals: if you sense danger, seek safety.

ON SITE

- **At any point if there is any indication of a threat to your safety, promptly and politely end the visit. Ensure the safety of the student(s) on site.**
- Do a quick visual scan of the site for possible signs of danger.
- If the entrance to a building is blocked by someone who seems suspicious or potentially dangerous, leave immediately. Reschedule the visit.
- If followed or harassed on site, run down the hall, bang on doors, yell "FIRE", etc. to get attention.
- Be observant of people's behavior (e.g. agitation, aggression, intoxication).
- Ensure you know the escape routes of the site.
- If you are referring to written material, bring two copies so that you can sit across the table rather than beside one another.
- Ask that smoking not occur during the visit.
- Report hazards or concerns to your principal.

CHECKLIST PRIOR TO DEPARTURE FOR OFF SITE VISIT

Do you have your site visit log updated and on hand?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you confirmed with your contact the date, time and location of your visit?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be expected to wear any Personal Protective Equipment (PPE)?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
 Ear Protection <input type="checkbox"/>	 Eye Protection <input type="checkbox"/>	 Face Protection <input type="checkbox"/>	 Head Protection <input type="checkbox"/>	 Face Mask <input type="checkbox"/>	 Welding Mask <input type="checkbox"/>	 Protective Clothing <input type="checkbox"/>	 Hand Protection <input type="checkbox"/>	 Foot Protection <input type="checkbox"/>	
Are you dressed appropriately?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the site location have a telephone?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have your cell phone and is it charged?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does a designated person know where you are going and when you will return?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does a designated person have your emergency contact and vehicle identification information?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a communication plan in place for the duration of your off site visit?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a plan in place should you be delayed beyond the expected time of arrival without contact to the designated person?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your vehicle in good repair?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have enough gas to get to and from the site?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your vehicle have a first aid kit and emergency supplies in the event of a breakdown in a remote area?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the weather conducive to travelling?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there other protocols/concerns/hazards to be considered prior to departing?								Yes <input type="checkbox"/>	No <input type="checkbox"/>

