Health and Safety Report

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Robyn Ewert

[healthandsafety@sceot.org](mailto:healthandsafety@sceot.org)

1. Emergency Folders ARE expected to be in each classroom. Please let us know if you are not seeing them in a visible and accessible location in each classroom you teach in.

They are to contain:

* + - Fire Emergency Procedures
    - Lockdown/Hold and Secure/Shelter in Place- procedures and locations
    - First Aid/Medical Response -procedures for obtaining assistance, reporting and location of first aid kits
    - Severe Weather Emergencies
    - School Maps/Floor Plans include lockdown areas and emergency exits
    - Office/Classroom phone lists
    - Class List (not to be places at the front of the folder)
    - Information for staff to assist visitors

(Principals can include additional information as appropriate to assist staff members)

If you have any questions about this, please email me at [healthandsafety@sceot.org](mailto:healthandsafety@sceot.org)

1. Safety Plans are an issue of ongoing concern. Please continue to keep me apprised when you are being asked to sign off on entire binders, and when procedures are inadequate. Your concerns will be dealt with through our Joint Health and Safety Committee. This also applies to keys.
2. Still waiting to hear about the FOBS. If you have any questions please contact HR if you have to have your photo taken.
3. Please check the website for an overview of your professional duty to report regarding aggressive incidents and forms.