# ISR POLICIES

# 6. FACILITIES & SAFETY

Version: *Oct. 2020*
Approved  by: Hortensia Prieto, *General Director*

**i. History of Amendments**

| Version | Amendments | Section |
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## I.    Purpose

To outline the ISR Facilities and Safety policies in order to comply with the Health and Safety local and regional regulations for the provision and maintenance of a healthy and safe working environment. The health and safety objective is to minimize the number of instances of accidents and illnesses and ultimately achieve an accident-free learning and working environment.

## II.    Scope

ISR recognizes and accepts the duty to protect the health and safety of all employees, students, parents and visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of ISR will do all that is within its powers to ensure the health and safety of its employees and students it is recognized that health and safety is the responsibility of each and every individual associated with ISR.

## III.    Reference Documents

- SA Safety & Traffic Flow Regulations - SA Reglamento de Vialidad
- VA Safety & Traffic Flow Regulations-VA Reglamento de Vialidad
- Maintenance Procedure
- Crisis Management Handbook
- ISR-NAE Code of Ethics and Conduct
- ISR Safety Guidelines and Regulations/ ISR Lineamientos y Reglas de Seguridad

## IV.    General Guidelines

## 6. Facilities and Safety

## 6.1 Preventive and Corrective Maintenance

The Facilities Manager shall present an annual maintenance plan to the Managing Director. This plan must be approved by the Campus Directors and General Director.
The ISR preventive and corrective maintenance plan plays an important role to comply and to offer a safe and attractive environment to promote and facilitate the learning experience for our students.

CAPEX and OPEX budgets are assigned for maintenance and improvements to the installations. NAE Regional office provides the guidelines for these budgets.

## 6.2 Safety

6.2.1. Safety Goals

The safety of the students, employees and the whole community is one of ISR's most serious responsibilities.
Since security is vital, and the buildings and grounds are important assets, steps must be taken to guard against damages or losses caused by carelessness, vandalism, or theft.

6.2.2. Employees Safety

- ISR is committed to providing a safe environment for its employees by providing safe working conditions, minimizing workplace injuries, reducing the risk of property damage and asset loss, and ensuring the school's full compliance with safety and occupational health guidelines and regulations.
- Employees are expected to comply with established safety rules, procedures and training requirements as a condition of employment.
- All employees are accountable for school assets within their area of responsibility or control. Each shall take all reasonable and appropriate steps to protect such assets from theft, loss or destruction. School assets include tangible property and proprietary information.
- It is an expectation that all staff and volunteers take responsibility to work safely, be alert, practice good housekeeping, remove potential hazards and follow all established safety regulations.  Use of good judgment or request of assistance is

expected in case of need to lift or move a heavy object. Contact the Maintenance Department by entering a [Support: ISR Service Desk](#) ticket if any unsafe condition is discovered.

- It is an expectation that all staff and volunteers report to the Campus Director (DSL) any condition considered unsafe or a risk for staff or students.
- It is expected that all staff keep their workplace organized and materials in good order at all times. Report anything that needs repair or replacement by entering a [Support: ISR Service Desk](#) ticket.
- Hazardous Chemicals - The school uses some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. Staff should receive training and be familiar with the handling, use, storage and control measures related to these substances if they will use or likely be exposed to them. Labeling requirements must be followed.

- Weapons – Unauthorized possession, use or sale of weapons, knives, on school premises, or in vehicles for school-related purposes, or while engaged in school business off premises is forbidden in accordance with federal law.

6.2.3 Inspection of Persons and Articles

- To ensure safety and security of our employees and students, ISR reserves the right to inspect employees, students (in the presence of academic staff) and third party vendors, as well as any articles and property in their possession while on school premises. ISR also reserves the right to inspect emails, computers, desks, cabinets, and other containers brought onto or taken off of school grounds, without their permission. If the staff member fails to cooperate with a requested inspection, he/she may be subject to disciplinary action, up to and including termination.
- During massive events, ISR reserves the right to have visitors go through metal detector inspection and inspect their belongings.

6.2.4. Building and Facilities Safety

In the interest of protecting school's property, the Security and Facilities Manager will set [ISR Safety Guidelines and Regulations/ISR Lineamientos y Reglas de Seguridad](#) to:
- Ensure to the best of our abilities the security of property, and the proper screening of outside visitors, without losing our "open" nature.
- Improve the attitude of all members of the school community towards maintaining security.
- Handle problems at the lowest possible level, and allow for involvement of local authorities only when no other solution can be reached.

- Provide for security personnel 24/7, and give them specific instructions with regard to dealing with incidents.
- Set specific times during which the campus will be open and closed, in order to retain maximum access to the grounds while improving its security.
- Ensure that keys are only in the hands of responsible persons whose duties require that they have access to the buildings.
- Provide closed circuit television with video cameras located in strategic places throughout the facilities that record events 24/7.

It is school policy not to discuss details of security measures, and to keep careful control of access to security information.

6.2.5. "60 Minute" Incident Reporting

Each employee is responsible to report any incident or event that may cause physical, financial, reputational or legal harm to the company or any of its students, staff, customers, vendors or anyone else at our facilities. Incidents should be reported to the Campus Director as soon as possible, but in any event within 60 minutes of their occurrence.

Some examples of reportable incidents are:
- Any event that could or does result in injury or harm to students or staff such as car accidents, slips or falls, fires, bomb threats, or physical harm.
- Any event that could cause any type of class or business disruption such as power outages or technical failures.
- Any actual or threatened legal or regulatory action, including the receipt of any legal document naming NAE, its schools or any of its employees or contractors (including full and part time teachers, vendors, customers, etc.).
- Any report, observation or allegation of wrongdoing on the part of any NAE students, employees or contractors including full time or part time instructors, vendors or customers.
- Media or press inquiries of any kind relating to any matter involving NAE, including any incidents related to potential breach of confidentiality of information related to the organization, its employees or its students, including requests for competitive information, "off the record" interviews, requests for information offering anonymity, informal questioning for "background".
- Any incidents related to potential breach of confidentiality of information related to the company, its employees or its students such as: lost or stolen laptop,cell phone files, etc.; computer, server, or network hacking.

When in doubt, report it. What may seem like an unimportant and/or isolated matter can actually/ultimately result in identifiable patterns when viewed as a whole. Further, the results of any one incident may not be readily/immediately apparent. We can only

provide the best service, protect company assets, and provide for employee/customer welfare when we are promptly notified of problems.

## 6.3 Emergency Plans and Crisis Procedures

- The health and safety of students shall be the first concern of all employees.
- The administration and teachers are responsible for the health and safety of students under their jurisdiction: they are expected to take every safety precaution within their power and to report to their superiors any dangerous condition not within their control.
- Since emergencies may arise any day of the school year, orientation programs shall include instruction in the school emergency plan and the use of emergency equipment. A Crisis Management Handbook should be available in every classroom for further consultation.
- In case of any type of emergency, students and staff must be prepared to evacuate without panic and in the least possible time. To that end, the administration and staff shall develop a plan to ensure the safe and orderly movement of all persons to the safest available area.
- Electricity and gas services must be disabled by the Management department personnel.
- Special drills shall be planned by the Security Manager in coordination with the Campus Directors to train everyone in procedures to be followed in particular types of emergency (fire, bomb threats, internal hazards, etc.).
- An emergency warning system has been developed among staff and procedures exist to communicate with authorities in the event of an emergency.
- The garbage containers must remain in their places, not moving them, and avoid everyone to stand or reunite near.
- In the event of extreme emergency, the Campus Director or General Director shall restrict entrance to the school for such terms as they may determine.

6.3.1. Emergency Drills

- The Campus Directors and Safety Manager shall prepare and present an Emergency Drills Annual Plan to the General Director and the NAE Region.
- Conducting evacuation and lockdown drills is the best way to safeguard the integrity of all persons with the least possible risk.
- Evacuation Drills are required as a minimum twice a year at each campus.
- Lockdown Drills are required each quarter at each campus.
- Evacuation and lockdown drills are systematic practices at our school to safeguard the integrity of all persons. All staff members, without exception, are required to

participate and to follow the "drills manual" that includes the First Aid Brigade, Search and Rescue Brigade, Communications Brigade, and the Campus Evacuation Plan.
- In order to conduct drills, there will be a minimum of three brigades per campus, formed by volunteers of three to seven administrative and academic personnel.
- In every practice there will be, whenever possible, personnel from an official agency as observers.
- In case of a contingency, this brigade will meet in the meeting points and will act according to the plan to solve the contingency or provide support to the official agencies.
- Upon conclusion of the practice, the results shall be recorded and reported to the Campus Director and the Managing Director.

## 6.4  Entry and Exit of Facilities

6.4.1 General Guidelines

- In order to assure the safety and security of all staff, visitors, and its property and to ensure that only authorized personnel have access to the ISR, all ISR staff, visitor, vendor or contractor shall register at the entry points and adhere to ISR Safety Guidelines and Regulations/ ISR Lineamientos y Reglas de Seguridad within school facilities at all times.
- Every staff, visitor, vendor or contractor within school facilities must wear an identification visible at all times.
- All Special Events shall be notified in advance and comply with the above guidelines also.
- All parties must exit in a safe and orderly fashion and comply with all instructions provided by the appropriate staff.

## 6.5 Traffic Flow

- Campus Directors and Security Manager establish the entrance and exit procedures and regulations for each campus based on their specific needs. All the community shall follow the SA Safety & Traffic Flow Regulations and VA Safety & Traffic Flow Regulations. These are communicated and published in the ISR web page.
- Security personnel shall monitor compliance to them. In case of failure to comply with such procedures and regulations, a traffic notification will be given to the parent. After the third notification, special follow up shall be given by the Campus Director.