



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

REQUEST FOR QUOTATION SD 83 Operations Department Alarm Monitoring Services 2022

Quotation Closing Date and time:

December 17, 2021

12:00 PM

Location

5911 Auto Road SE

Salmon Arm BC, V1E 2X2

(No awards will be made at this time.)

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I. INSTRUCTIONS TO VENDORS

A. Scope

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is requesting Quotations for **Alarm Monitoring Services**.

Alarm Monitoring Services Quotation may be downloaded from the School District website at: www.sd83.bc.ca

B. Quotation Process

1. Quotation must be prepared in compliance with provisions of this RFQ (Request for Quotation). Failure to comply with all provisions of this RFQ may result in disqualification of the Quotation.
2. Quotations must be received by **12:00 PM local time on December 17, 2021** Electronic versions of Quotations are encouraged and can be emailed to operations@sd83.bc.ca

Quotation Package must include the following:

- Signature Sheet (Attachment #1)
- Quotation (Attachment #2)
- Site List (Attachment #3)
- References (Attachment #4)
- Certificate(s) of Insurance
- Criminal Record Check
- Reviews for Call Center service.

Any Quotation received after the time stipulated will not be considered, but will be recorded, filed and shall remain sealed.

3. Address and deliver quotations to:

The Board of Education of School District No. 83 (North Okanagan-Shuswap)
Attention: Travis Elwood, Director of Operations
5911 Auto Road SE,
Salmon Arm, BC V1E 2X2

4. Quotations will not be opened publicly.
5. There will be no pre-quotation conference. Before submitting a Quotation, each Vendor shall make all investigations and examinations necessary to ascertain conditions, requirements and obstacles, if any exist, affecting the operation of the proposed services.
6. Failure to make such investigations and examinations shall not relieve the successful Vendor from the obligation to comply, in every detail, with all provisions and requirements of the RFQ; nor shall it be a basis for any claim whatsoever for alteration in any term or payment required by the Agreement.

7. Inquiries regarding the specifications of this RFQ will be accepted via email or phone to:
trelwood@sd83.bc.ca 250-832-9415
8. If a Vendor discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, they shall immediately email the above noted of such error and request modification or clarification of the document. Modifications will be made by issuing a revision and notice will be given to all parties who have expressed interest in this RFQ. The Vendor is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFQ prior to submitting the quotation or it shall be deemed waived.
9. Products and services which are not specifically requested in this RFQ, but which are necessary to provide the functional capabilities proposed by the Vendor, shall be included in the quotation.
10. No allowance will be made after Quotations are received and opened for oversight, omission, error or mistake by the Vendor.
11. All Quotations and any accompanying documents become the property of The Board of Education of School District No. 83 (North Okanagan-Shuswap) and will not be returned.
12. The Board of Education of School District No. 83 (North Okanagan-Shuswap) will not be liable in any way for any costs incurred by Vendors in the preparation of their Quotations in response to this RFQ; nor for the presentation of their Quotations and/or participation in any discussions or negotiations.
13. The Board of Education of School District No. 83 (North Okanagan-Shuswap) reserves the right to withdraw this RFQ at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
14. Receipt of Quotation materials by The Board of Education of School District No. 83 (North Okanagan-Shuswap) or submission of a Quotation offers no rights nor obligations in any manner against The Board of Education of School District No. 83 (North Okanagan-Shuswap).
15. The Board of Education of School District No. 83 (North Okanagan-Shuswap) reserves the right to waive minor irregularities in Quotations. Any such waiver shall not modify any remaining RFQ requirements or excuse the Vendor from full compliance with the RFQ, specifications and other contract requirements, if the Vendor is awarded the contract.
16. Submitted Quotation must be signed by an officer of the Vendor who is legally authorized to obligate the Vendor to a contract.

17. All Quotations shall be a matter of public record subject to the provisions of The Board of Education of School District No. 83 (North Okanagan-Shuswap).

C. Evaluation of Quotations and Awards

1. The Board of Education of School District No. 83 (North Okanagan-Shuswap), at its sole discretion, shall determine whether particular Vendors have the basic qualifications to conduct the desired service. In determining whether a Vendor possesses the basic qualifications to operate, The Board of Education of School District No. 83 (North Okanagan-Shuswap) may consider, but not be limited to, the following:
 - Vendor's general reputation for performance and service. Including reviews for Call Center service.
 - Vendor's longevity of service (number of years) and previous experience with school facilities.
 - Years of continuous business.
 - Vendor's financial condition.
 - Vendor's equipment inventory.
 - Vendor's ability to customize callout lists and procedures with rotations.
 - Vendor's ability to provide details on reports.
 - Provision of SD83's Working Alone call-in procedure.
2. Quotations will first be examined to eliminate those that are clearly non-responsive to stated requirements.
3. Award shall be made to the most responsible Vendor whose proposal is determined to be the most advantageous to The Board of Education of School District No. 83 (North Okanagan-Shuswap), taking into consideration the terms and conditions set forth in this RFQ. A valid and enforceable contract exists when an agreement is fully executed.
4. The Board of Education of School District No. 83 (North Okanagan-Shuswap) reserves the right to accept or reject in part or in whole any and all Quotations submitted. This contract may be broken into separate contracts (one for each property location or a combination of property locations).
5. The Board of Education of School District No. 83 (North Okanagan-Shuswap) reserves the right to request in writing, clarifications or corrections to Quotations. Clarifications or corrections shall not alter the Vendor's price contained in the Quotation cost.
6. The Board of Education of School District No.83 (North Okanagan-Shuswap) reserves the right to negotiate further with the successful vendor. The content of the RFQ and the successful Vendor's quote(s) will become an integral part of the contract, but may be modified by the provisions of the contract.

7. By submission of Quotations pursuant to this RFQ, Vendors acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFQ or subsequently during the selection process.
8. A proposal in response to an RFQ is an offer to contract with The Board of Education of School District No. 83 (North Okanagan-Shuswap) based upon the terms, conditions, and scope of work and specifications contained in the RFQ.
9. All Vendors, by submitting Quotations, agree that they have read and are familiar with all the terms and conditions of the RFQ and will abide by the terms and conditions thereof.
10. The Board of Education of School District No. 83 (North Okanagan-Shuswap) has the right to use, as determined to be appropriate and necessary, any information, documents, and anything else developed pursuant to the RFQ, the Quotation and the contract.
11. Vendors must submit Quotations that are complete, thorough and accurate. Brochures and other similar material may be attached to the Quotation.
12. All Quotations must be valid for 60 days from the Quotation submission date.

II. SPECIFICATIONS

A. General

Specifications are intended to define the level of quality and performance of the requested equipment. All variations from the specified items shall be fully explained and included with the Quotation. Manufacturer names and manufacturer product numbers, where applicable, shall be used in all cases. All prices quoted shall be on a combination of either/or per event or per hour basis. The determination of the Quotation Evaluation Committee as to what alternates are equal shall be final and conclusive.

Each Quotation shall include:

- Signature Sheet (Attachment #1) use as a cover page
- Quotation (Attachment #2)
- Site List (Attachment #3)
- Certificate(s) of Insurance – to be provided by successful Vendor

B. Alarm Maintenance Services – Scope of Work

The Board of Education of School District No. 83 (North Okanagan-Shuswap) seeks to accomplish the following objectives for this alarm monitoring services contract:

- To satisfactorily perform all alarm monitoring services required for the sites herein, in the manner, and at the frequencies set forth in the following specifications (Attachment 3).

- Develop and establish service levels that are satisfactory to The Board of Education of School District No. 83 (North Okanagan-Shuswap) and in compliance with governing bodies like Technical Safety BC, and others.
- Develop a reporting system that protects the properties, employees and clients of The Board of Education of School District No. 83 (North Okanagan-Shuswap).
- Develop a long term, positive working partnership with the contractor and its employees.

Scope of Work:

1. Alarm monitoring in all sites owned and operated by The Board of Education of School District No. 83 (North Okanagan-Shuswap).
2. It is the responsibility of the Contractor to abide by, and have knowledge of all local authority bylaws and regulations. It is the Contractor's responsibility to apply to the local authorities for any exceptions to these bylaws and regulations, and submit copies of approved exceptions to The Board of Education of School District No. 83 (North Okanagan-Shuswap) Manager of Facilities & Grounds.
3. Contractor's Employees will conduct themselves in a manner appropriate for a school setting. No swearing, cursing, or inappropriate comments made while on school sites.
4. Under no circumstances shall there be alcohol or alcohol containers on school sites or in the Contractors vehicles.
5. Smoking is illegal and not permitted on school grounds. The Contractor shall ensure all employees observe this law.
6. The Contractor shall provide The Board of Education of School District No. 83 (North Okanagan-Shuswap) with a means of immediate communication regarding site completion, emergencies or any other occasion that may arise. A cellular phone or pager number of the person(s) responsible for managing this contract must be provided.
7. Absolutely none of the awarded work can be subcontracted to another firm without the expressed written consent of The Board of Education of School District No. 83 (North Okanagan-Shuswap) Manager of Facilities & Grounds.

Term of Contract:

1. The contract award resulting from this Request for Quotation shall encompass three (3) years, commencing on **September 1, 2022** but may be renewed for two (2) additional years based on request and approval of The Board of Education of School District No. 83 (North Okanagan-Shuswap).
2. If the above 2-year extension is being exercised, it is The Board of Education of School District No. 83 (North Okanagan-Shuswap) Manager of Facilities & Grounds' intent to enter into agreement with the approved contractor prior to **September 1, 2025**
3. Invoicing for all services shall be submitted on a monthly basis stating Purchase Order number, dates of services, locations and services provides.
4. Contractor will be responsible for alarm monitoring of intrusion alarms, fire alarms, sprinkler systems, intrusion troubles, tampers and faults.
5. Contractor must be ULC listed with a confirmation letter to local fire departments.
6. Contractor must be willing to work with The Board of Education of School District No. 83 (North Okanagan-Shuswap) staff in regard to verifying alarm codes, troubles and alarms. Full access to all panels and codes must be left with unauthorized Board of Education of School District No. 83 (North Okanagan-Shuswap) maintenance personnel.

C. Indemnity, Release, Insurance and Security

NOTE REQUIREMENTS – TO BE PROVIDED WITH QUOTATION SUBMISSION

- Business License for each applicable area.
 - WorkSafe BC Number and current ***“Notice of Good Standing”***.
 - Proof of Liability Insurance (minimum \$2,000,000.00)
1. Evidence of Vendor Insurance Coverage. The Vendor shall provide The Board of Education of School District No. 83 (North Okanagan-Shuswap) at the time the Quotation being submitted, Certificates of Insurance and/or policies, as listed below:
 - a) Certificate of Liability Insurance properly executed. Individual certificates of insurance and/or policies may be required prior to work commencing.
 2. Insurance Requirements - during the performance and up to the date of final acceptance of the work, the Vendor must affect and maintain insurance hereafter listed below:
 - a) The Vendor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage at limits of \$100,000 per person, \$500,000 aggregate, in accordance with all applicable WorkSafe BC regulations.

- b) The Vendor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:
 - 1) Contractual Liability;
 - 2) Products and Completed Operations;
 - 3) Per contract aggregate.
- c) The Vendor shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including applicable no-fault coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- d) The following shall be Additional Insureds on Commercial General Liability Insurance and Vehicle Liability: The Board of Education of School District No. 83 (North Okanagan-Shuswap), including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess.

- 3. WorkSafe BC Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: “Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to The Board of Education of School District No. 83 (North Okanagan-Shuswap), Attention: Travis Elwood, 5911 Auto Road SE, Salmon Arm, BC.
- 4. If any of the above coverage’s expires during the term of this contract, the Vendor shall deliver renewal certificates and/or policies to the above at least ten (10) days prior to the expiration date.
- 5. Indemnification and Hold Harmless – The Vendor shall indemnify and hold harmless The Board of Education of School District No. 83 (North Okanagan-Shuswap), its officers, agents, and employees from:
 - a. Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
 - b. Any claims, damages, penalties, costs and attorney fees arising from any failure of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.

- c. The Board of Education of School District No. 83 (North Okanagan-Shuswap) will not indemnify, defend or hold harmless in any fashion the Vendor from any claims arising from any failure on the part of the Vendor, its employees or suppliers, regardless of any language in any attachment or other document that the Vendor may provide.
- d) The Vendor shall reimburse The Board of Education of School District No. 83 (North Okanagan-Shuswap) any expenses incurred as a result of the Vendor's failure to fulfill any obligation in a professional and timely manner under the Agreement.

6. **All persons** working under contract for the Board of Education of School District No. 83 (North Okanagan-Shuswap) must submit to, and be cleared by a **Criminal Record Check**.

Each person shall fill out the required form and the Service provider shall submit those forms to the RCMP. When the CRC has been satisfactorily completed and the Board of Education of School District No. 83 (North Okanagan-Shuswap) is in receipt of the original

CRC report, those individuals will be cleared to work on School District premises in fulfilling this contract.

Any person having been successfully cleared by a CRC for the Board of Education of School District No. 83 (North Okanagan-Shuswap) in the past 24 months needs only to advise the District.

The service provider shall be responsible for all costs related to the Criminal Record Check.

D. Default and Termination

In the event the Vendor shall default in any of the obligations or conditions set forth in the Agreement or their performance does not meet established criteria, The Board of Education of School District No. 83 (North Okanagan-Shuswap) may notify the Vendor of such default in writing.

Written notice referred to in this article shall be deemed delivered upon presentation to any person designated by the Vendor as the manager or, in the case of notice by the Vendor, by mailing the same certified or registered mail to the address for the Vendor in the proposal, or the address for The Board of Education of School District No. 83 (North Okanagan-Shuswap) in the case of notice by the Vendor.

Failure on the part of The Board of Education of School District No. 83 (North Okanagan-Shuswap) to notify the Vendor of default shall not be deemed a waiver. Rights on default of the Vendor and notice at a subsequent time will have the same effect as if promptly made.

Upon receipt of notice of default from The Board of Education of School District No. 83 (North Okanagan-Shuswap), the Vendor shall immediately correct such default. In the event the Vendor fails to correct the default to the satisfaction, The Board of Education of School District

No. 83 (North Okanagan-Shuswap) shall have all rights accorded by law, including the right to immediately terminate the Agreement. Such termination shall not relieve the Vendor of any liability for damages sustained by virtue of any default by the Vendor.

The Vendor agrees that, in the event either party deems it necessary to take legal action to enforce any provision of the Agreement, and in the event The Board of Education of School District No. 83 (North Okanagan-Shuswap) prevails, the Vendor shall pay all expenses of such action including attorney fees and costs at all stages of the litigation.

The parties may mutually terminate the contract/agreement that results from this proposal at any time. Either party may terminate the contract/agreement with cause given a sixty (60) day notice to the other party.

Termination of the Agreement by The Board of Education of School District No. 83 (North Okanagan-Shuswap) upon default by the vendor shall be sufficient grounds for the forfeiture of any bonds, if required, to be posted by the Vendor, and the bonds shall so specify.

E. Integration

All RFQ documents and addendum, Vendor's response to this RFQ, subsequent purchase orders, and contract with the successful Vendor contain the entire understanding between the parties.

III. ATTACHMENTS

Attachment #1 Signature Sheet

Attachment #2 Quotation

Attachment #3 Site List

Attachment #4 References

Attachment #5 Sample Alarm Callout Procedures

ATTACHMENT #1

SIGNATURE SHEET

**The Board of Education of School District No. 83 (North Okanagan-Shuswap)
Alarm Monitoring Services**

Due Date: **December 17, 2021**
12:00 p.m.

Location: 5911 Auto Road SE, Salmon Arm BC V1E 2X2
250-832-9415
operations@sd83.bc.ca
No awards will be made at this time.

NAME OF VENDOR

Name	_____
Business Name	_____
Address	_____

Telephone	_____
Fax	_____
Email Address	_____

AGREEMENTS

The undersigned understands that The Board of Education of School District No. 83 (North Okanagan-Shuswap) reserves the right to reject any and all quotes and to waive informalities and irregularities in the Quotation.

The Board of Education of School District No. 83 (North Okanagan-Shuswap) also reserves the right to withhold quotes for a period of time (60 days) from Quotation opening date.

The Board of Education of School District No. 83 (North Okanagan-Shuswap) reserves the right to accept or reject any or all Quotations in whole or in part, or to waive any informality therein. If in The Board of Education of School District No. 83 (North Okanagan-Shuswap)'s opinion it is in their best interest, the contract may be awarded to other than the lowest quote, for reason of establishing uniformity, delivery time, etc.

LEGAL STATUS OF AUTHORIZATION

1. Name, title, and signature of individual duly authorized to execute contracts:

Name _____
Title _____
Signature _____

HISTORY

Please provide a brief history of your company, including years in business, number of employees and any additional information that would be helpful in evaluating your Quotation.

ATTACHMENT #2

QUOTATION

Additional Services on a Per Hour Basis

Quote must include reprogramming of panels to accommodate the new monitoring system. The Board of Education of School District No. 83 (North Okanagan-Shuswap) will perform a support role in supplying phone numbers and code numbers etc.

Vendor to provide a separate price for a "Person Check" answering service for all The Board of Education of School District No. 83 (North Okanagan-Shuswap) sites for custodial staff working alone.

SITE LIST

Site	Address
A.L. Fortune Secondary	500 Bass Ave, Enderby
Armstrong Elementary	3010 Pleasant Valley Rd, Armstrong
Bastion Elementary	2251 12 Ave NE, Salmon Arm
Carlin Elementary/Middle	4005 Trans Canada Hwy, Tappen
Dist. Ed. Support Centre	341 Shuswap St. SW, Salmon Arm
Eagle River Secondary	518 Main St, Sicamous
Enderby Preschool	102 Meadow Cres, Enderby
Falkland Elementary	5732 Tuktakamin Rd, Falkland
Gateway Learning Centre	3015 Wood Ave, Armstrong
Grindrod Elementary	263 Carlin St, Grindrod
Highland Park Elementary	3200 Wood Ave, Armstrong
Highland Park Annex	3200 Wood Ave, Armstrong
Hillcrest Elementary	1180 20 St. SE, Salmon Arm
Len Wood Middle	3700 Patten Drive, Armstrong
Malakwa Elementary	3994 Malakwa Rd, Malakwa
Malakwa Daycare	4055 Malakwa Cemetery Rd, Malakwa
M.V. Beattie Elementary	1308 Sicamous St, Enderby
North Canoe Elementary	6451 50 St. NE, Salmon Arm
North Shuswap Elementary	5295 Squilax-Anglemont, Celista
Parkview Elementary	605 Parksville St, Sicamous
Pleasant Valley Secondary	2365 Pleasant Valley Rd, Armstrong
Ranchero Elementary	6285 Ranchero Dr, Salmon Arm
Salmon Arm Secondary- Jackson Campus	551 14 St. NE, Salmon Arm
Salmon Arm Secondary- Sullivan Campus	1641 30 St. NE, Salmon Arm
Salmon Arm West Elementary	4750 10 Ave. SW, Salmon Arm
Salmon Arm Teen Centre	2600 20 Ave. NE, Salmon Arm
Shuswap Middle	171 30 St. NE, Salmon Arm
Silver Creek Elementary	935 Salmon River Rd, Salmon Arm
Silver Creek Annex	935 Salmon River Rd, Salmon Arm
South Broadview Elementary	3200 6 Ave. NE, Salmon Arm
Sorrento Elementary	1135 Passchendaele Rd, Sorrento
South Canoe Elementary	5970 10 Ave. SE, Salmon Arm
Works Complex	5911 Auto Rd SE, Salmon Arm

ATTACHMENT #4

REFERENCES

REFERENCES: Attach the names of at least five references to your Quotation.

Name of Company: _____

Contact Person: _____ Phone No: _____

Name of Company: _____

Contact Person: _____ Phone No: _____

Name of Company: _____

Contact Person: _____ Phone No: _____

Name of Company: _____

Contact Person: _____ Phone No: _____

Name of Company: _____

Contact Person: _____ Phone No: _____

ATTACHMENT #5
SAMPLE ALARM CALLOUT PROCEDURES



Operations Department

5911 Auto Road

Salmon Arm BC V1E 4N2

Ph: (250) 832-9415

TO:

ALARM CALL-OUT PROCEDURE

During normal business hours (7:00a.m. to 3:30 p.m. Monday to Friday) call the operation department clerk at 250-832-9415.

For after hours, when an alarm, trouble or telephone call comes into dispatch at Graydon Group, refer to the After Hours Alarm Call-Out (Appendix 1). Note: All custodial man down calls go to Trevor Bettcher, number on supervisor list. Call the staff listed in the appropriate column first: failing that refers to either:

- The District Call-Out List (Appendix 2)

OR

- The Supervisor Call-Out List (Appendix 3) When

an elevator or handicap lift emergency comes in:

- Refer to the Elevator and/or Handicap Lift Emergency (Appendix 4)

Once you have been able to reach the call-out personnel, make sure to advise the call-out personnel that they MUST establish communication intervals as set out in the Lone Worker Call-Out Procedure (Appendix 5).

Travis Elwood
SD 83 (Salmon Arm)

*STAFF ARE TO BE CALLED OUT FOR SPECIFIED ALARMS & TROUBLES AS LISTED BELOW

*IN THE EVENT THAT ON CALL STAFF ARE UNABLE TO ATTEND, PLEASE REFER TO DISTRICT CALL & SUPERVISORY PERSONNEL LIST

*IN THE EVENT OF A CALL FROM AN ADMINISTRATOR OR MEMBER OF THE PUBLIC, THE SAME PROCEDURES WILL APPLY

*FOR ELEVATOR EMERGENCIES: PLEASE REFER TO ELEVATOR EMERGENCY CALLOUT PROCEDURE

	INTRUSION ALARMS		FIRE/INTRUSION TROUBLE TO ARM/DISARM		HEATING/DDC - (MECHANICAL SYSTEMS ALARM)		PLUMBING	
LOCATION	CARPENTRY/DOORS/LOCKS/		ELECTRICAL		HEATING/COOLING		PLUMBING/WATER/FLOODING	
A L Fortune Secondary	1		1				1	
	2		2				2	
	3		3				3	
	4	SEE APPENDIX 2	4	SEE APPENDIX 2	SEE APPENDIX 2		4	SEE APPENDIX 2
Armstrong Elementary	1		1				1	
	2		2				2	
	3		3				3	
	4	SEE APPENDIX 2	4	SEE APPENDIX 2	SEE APPENDIX 2		4	SEE APPENDIX 2
Bastion Elementary	1		1				1	
	2		2				2	
	3		3				3	
	4	SEE APPENDIX 2	4	SEE APPENDIX 2	SEE APPENDIX 2		4	SEE APPENDIX 2
Carlin Elementary Middle School	1		1				1	
	2		2				2	
	3		3				3	
	4	SEE APPENDIX 2	4	SEE APPENDIX 2	SEE APPENDIX 2		4	SEE APPENDIX 2
District Education Support Center (School Board Office)	1		1				1	
	2		2				2	
	3		3				3	
	4	SEE APPENDIX 2	4	SEE APPENDIX 2	SEE APPENDIX 2		4	SEE APPENDIX 2

	INTRUSION ALARMS			FIRE/INTRUSION TROUBLE TO ARM/DISARM			HEATING/DDC - (MECHANICAL SYSTEMS ALARM)			PLUMBING		
LOCATION	CARPENTRY/DOORS/LOCKS/			ELECTRICAL			HEATING/COOLING			PLUMBING/WATER/FLOODING		
Eagle River Secondary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Enderby Pre-School	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Falkland Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Gateway Learning Centre	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Grindrod Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Highland Park Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	

	INTRUSION ALARMS			FIRE/INTRUSION TROUBLE TO ARM/DISARM			HEATING/DDC - (MECHANICAL SYSTEMS ALARM)			PLUMBING		
LOCATION	CARPENTRY/DOORS/LOCKS/			ELECTRICAL			HEATING/COOLING			PLUMBING/WATER/FLOODING		
Highland Park Annex	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Hillcrest Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
J.L. Jackson Campus	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Len Wood Middle School	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
M V Beattie	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Malakwa Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	

	INTRUSION ALARMS			FIRE/INTRUSION TROUBLE TO ARM/DISARM			HEATING/DDC - (MECHANICAL SYSTEMS ALARM)			PLUMBING		
LOCATION	CARPENTRY/DOORS/LOCKS/			ELECTRICAL			HEATING/COOLING			PLUMBING/WATER/FLOODING		
Malakwa Daycare	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
North Canoe Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
North Shuswap Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Parkview Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Pleasant Valley Secondary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Ranchero Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	

	INTRUSION ALARMS			FIRE/INTRUSION TROUBLE TO ARM/DISARM			HEATING/DDC - (MECHANICAL SYSTEMS ALARM)			PLUMBING		
LOCATION	CARPENTRY/DOORS/LOCKS/			ELECTRICAL			HEATING/COOLING			PLUMBING/WATER/FLOODING		
Sullivan Campus	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Salmon Arm West	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Salmon Arm Teen Center	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Shuswap Middle School	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Silver Creek Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Silver Creek Annex	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	

	INTRUSION ALARMS			FIRE/INTRUSION TROUBLE TO ARM/DISARM			HEATING/DDC - (MECHANICAL SYSTEMS ALARM)			PLUMBING		
LOCATION	CARPENTRY/DOORS/LOCKS/			ELECTRICAL			HEATING/COOLING			PLUMBING/WATER/FLOODING		
Sorrento Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
South Broadview Elementary	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
South Canoe Centre	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	
Works Complex	1			1						1		
	2			2						2		
	3			3						3		
	4	SEE APPENDIX 2		4	SEE APPENDIX 2		SEE APPENDIX 2			4	SEE APPENDIX 2	

DISTRICT CALL & SUPERVISORY PERSONNEL

SCHOOL DISTRICT NO. 83 (SALMON ARM)

ALARM CALL-OUTS

FIRE/INTRUDER ALARMS...VANDALISM...SECURITY...LEAKS & FLOODS... ELEVATOR
EMERGENCIES

(APPENDIX 2)

THE **STAFF** LISTED BELOW ARE ON CALL TO ALL PLANTS AFTER THOSE SPECIFICALLY
ASSIGNED:



All Custodian man down calls are to be directed to:

DISTRICT CALL & SUPERVISORY PERSONNEL

IF THERE IS A PROBLEM FINDING ANYONE ON CALL AVAILABLE TO RESPOND (AS ASSIGNED ON ATTACHED SHEET OR FROM THE DISTRICT CALL LIST) THEN THE FOLLOWING **SUPERVISORS** ARE ON CALL:

(**APPENDIX 3**)



*** DURING OFFICE HOURS CALL MAINTENANCE OFFICE: 250-832-9415



Operations Department

5911 Auto Road SE,

Salmon Arm BC V1E 4N2

Ph: (250) 832-9415

ELEVATOR AND/OR HANDICAP LIFT EMERGENCY PROCEDURE

(Appendix 4)

Emergencies during working hours (7:00 a.m. to 3:30 p.m. Mon-Fri)

During normal workdays, an emergency in the elevator at school sites with elevators or handicap lifts will notify Graydon Group at 1-800-561-2288 and Graydon Group will then proceed to:

1. Notify the School District 83 Maintenance Department (250-832-9415). The contact person in charge would be responsible for calling the elevator company if required.

AND

2. Notify the school's office.

If No. 1 and No. 2 fail, Graydon Group will call the Salmon Arm Fire Department.

AFTER HOURS EMERGENCIES

In case of an emergency in the elevator that person will call Graydon Group and Graydon Group will then proceed to:

1. Call Salmon Arm Fire Department. The person in charge would be responsible for calling the elevator company if required.

AND

2. Call out the designated personnel on the call-out list (**Appendix 1**)



Operations Department

5911 Auto Road SE,

Salmon Arm BC V1E 4N2

Ph: (250) 832-9415

SAFE OPERATING AND WORK PROCEDURE NO: 0016

LONE WORKER AFTER HOURS PROCEDURE

(Appendix 5)

Definition

To work alone or in isolation means to work in circumstances where assistance would not be readily available to the worker: (ref. work safe BC regulations sec 4.20.1)

- In case of emergency, or
- In case the workers injured or in ill health

Preamble

When working alone in any school District No. 83 facility after normal hours you must report to a contact person at predetermined intervals. After normal working hours include overtime and call-outs.

Secondly, you must be aware of the hazards you're likely to encounter prior to entering the work place. Identifying hazards is explained in this document on page two (2).

This is a requirement under the Work Safe BC Regulations Part 4, Section 4.20.

After Hours, Contact Person

A verbal contact must be made prior to entering an area where you're working alone or in isolation. State your name, where you are working, anticipated time to complete the work and phone number.

Establish a contact person and confirm communications intervals by calling:

-

Communications Intervals

Intervals for communication with a contact person are:

- Before commencing any work at the workplace.
- Every hour after starting the work, predetermined actual time after each call.
- When actual work or job is completed.
- When leaving the workplace (yard).

The employee performing the work is responsible for making the calls to the contact person.

The contact person must monitor, or log and ensure the call is received. If no call is received on a predetermined interval, the contact person must phone the employee performing the work. If no response, refer to Emergency Procedure.

Emergency Procedure

Communication Breakdown

In case of an emergency when the communication intervals fail. Should this happen, the contact person at Graydon Group will be required to take the following steps:

- Call the worker at the phone number provided, if no response
- Call the next person from the School District 83 Alarm Call-Out list, ([appendix 1](#)) if no response
- Call a supervisor from the School District call out list (appendix 3)
- If all else fails, call 911

Injured Worker

In case of an emergency where the worker is injured and requiring help (if able). The worker would call the contact person themselves. The contact person will:

- Confirm location at the workplace
- Call 911
- Call a supervisor from the District Call-Out list.

Identifying Hazards

Hazards are listed through the hazard identification program on a room/area by room/area basis. All Maintenance personnel are aware of these hazards through training and upgrades.

A detailed list of rooms/area and related hazard(s) are available at the front desk for all to access. If there is any uncertainty, prior to commencing work the employee must review the potential hazards in the room/ area where the work is required.

Conclusion

These regulations and procedures are intended to best protect a worker when working alone or in isolation. The procedure is based on collaboration with the workers most likely placed in this situation, the maintenance Department's joint OH&S Committee and Supervisors responsible for the worker.