

Alcohol & Drug Use Policy

ICA Alcohol and Drug Use Policy

1. Purpose and Scope

Island Coastal Aviation (ICA) is committed to upholding the highest safety standards as mandated by Transport Canada regulations. This policy outlines ICA's zero-tolerance stance on alcohol and drug use, while providing clear procedures for reporting, self-disclosure, and disciplinary actions.

This policy applies to all students enrolled in ICA.

2. Zero-Tolerance for Alcohol and Drug Use

The use, possession, or influence of alcohol, cannabis, or non-prescribed controlled substances is strictly prohibited:

On ICA premises.

During any ICA training activities (ground or flight).

At ICA-hosted or ICA-related events.

When representing ICA in any official capacity.

Any student found under the influence of drugs or alcohol while engaged in training activities will face immediate suspension pending investigation.

3. Self-Disclosure and Support

ICA encourages students who recognize they may have a substance-related issue to proactively seek assistance before it impacts their training or safety.

Students who voluntarily disclose substance use concerns to Student Services will not face immediate disciplinary actions.

ICA will provide support by:

Referring students to external counselling or addiction support services.

Developing a structured plan for safe return to training, which may include temporary leave.

Self-disclosure must occur prior to any incident or safety violation to qualify for this supportive approach.

4. Reporting Suspected Impairment

All students and staff have a duty to report suspected impairment in any training environment.

Reports can be made confidentially to Student Services or the Chief Flight Instructor (CFI).

ICA reserves the right to:

Remove a student from training sessions immediately if impairment is suspected.

Conduct an internal investigation.

Require documentation (e.g., medical clearance) before a student is permitted to resume training.

5. Prescription Medications

Students using prescribed medications that may affect cognitive, or motor functions must:
Inform Student Services or the CFI in advance.

Provide medical documentation confirming fitness to train.

Failure to disclose impairing prescriptions will be treated as a policy violation.

6. Disciplinary Actions

Violations of this policy will be addressed in alignment with ICA's Dismissal Policy:

First Violation: Immediate suspension pending investigation.

Confirmed Violation: May result in dismissal depending on severity and intent.

Rehabilitation Plan: Students who have self-disclosed prior to an incident may return under strict conditions after rehabilitation.

7. Transport Canada Compliance

ICA will comply fully with Transport Canada's regulations regarding substance use. Any incident involving impairment may be reported to Transport Canada and other relevant regulatory bodies as required.

8. Confidentiality and non-retaliation

All reports and disclosures will be handled with strict confidentiality. ICA prohibits retaliation against any individual who reports substance-related concerns in good faith.

Student Sexual Misconduct Prevention & Response Policy

ICA Student Sexual Misconduct Prevention and Response Policy

1. Purpose and Scope

Island Coastal Aviation (ICA) is committed to fostering a safe, respectful, and inclusive learning environment, free from Sexual Misconduct. This policy outlines ICA's proactive approach to preventing Sexual Misconduct, providing compassionate support to students affected, and ensuring clear, fair response procedures.

This policy applies to all students enrolled at ICA.

2. Policy Commitments

ICA commits to:

Preventing Sexual Misconduct through awareness, education, and training.

Promoting a culture of Consent and mutual respect among students.

Supporting students affected by Sexual Misconduct with dignity and compassion.

Providing fair and transparent processes for addressing Complaints and Disclosures.

Ensuring confidentiality to the extent permitted by law.

3. Definitions

Key terms under this policy include:

Sexual Misconduct: Includes sexual assault, sexual exploitation, harassment, stalking, indecent exposure, voyeurism, distribution of explicit materials without consent, attempts or threats of such acts.

Consent: Active, direct, voluntary, unimpaired, and can be withdrawn at any time.

Disclosure: Informing ICA of an incident for support purposes, without initiating an investigation.

Complaint: A formal request for ICA to investigate an incident of Sexual Misconduct.

No-Contact Direction: A directive to prevent interaction between individuals.

No-Contact Undertaking: A mutual agreement to refrain from contact.

For full definitions, refer to the "ICA Student Sexual Misconduct Definitions & Process Guide."

ICA encourages all students to report incidents of Sexual Misconduct.

There are two pathways for reporting:

4. What to Do If You Experience or Witness Sexual Misconduct

A. Disclosure (Seeking Support Only)

What is it? Informing ICA about an incident of Sexual Misconduct to access support, without initiating a formal complaint or investigation.

How to Disclose:

Contact an instructor or the Office Administrator.

Supports Available:

Academic accommodation (e.g., flexible deadlines, rescheduling).

Referrals to counselling and medical services.

Safety planning and interim measures (e.g., No-Contact Directions).

B. Formal Complaint (Initiating an Investigation)

What is it? A verbal or written report requesting ICA to investigate and address an incident of Sexual Misconduct.

How to File a Complaint:

Submit to the Office Administrator.

A Disclosure can be escalated to a Complaint at any time.

Process Overview:

ICA will review the complaint with procedural fairness.

Interim safety measures will be put in place as needed.

Both parties will be informed of investigation outcomes.

Outcomes may include disciplinary actions such as suspension or dismissal, consistent with ICA's Disciplinary and Dismissal Policies.

5. Interim Measures & Academic Accommodations

ICA may implement interim measures to protect students' safety and academic progress during a Disclosure or Complaint process. These may include:

No-Contact Directions or Undertakings.

Adjustments to class schedules or training groups.

Academic accommodation (e.g., deadline extensions, alternative assignments).

Temporary leave of absence with academic support.

6. Confidentiality & Privacy

ICA will protect the confidentiality of all students involved, disclosing information only:

When necessary to protect health and safety.

As required by law.

With consent of the student concerned.

All reports will be handled sensitively, respecting privacy while ensuring appropriate action is taken.

7. External Reporting Options

Students have the right to pursue criminal or civil legal action, whether or not they file a Complaint with ICA will support students wishing to:

Contact the Royal Canadian Mounted Police (RCMP).

Access external counselling or victim support services.

8. Non-Retaliation

ICA strictly prohibits retaliation against any student who discloses or reports Sexual Misconduct in good faith.

9. Education and Prevention Initiatives

ICA will provide regular education, awareness training, and prevention programs to:

Promote a culture of Consent.

Equip students to recognize and address Sexual Misconduct.

10. Policy Review

This policy will be reviewed annually to ensure alignment with best practices, legislative requirements, and student needs.

For related policies and resources, refer to:

ICA Student Code of Conduct & Rights Policy

ICA Student Statement of Rights

ICA Dismissal Policy

ICA Student Grievance/ Dispute Resolution Policy

ICA Alcohol and Drug Use Policy

ICA Student Sexual Misconduct Definitions & Process Guide

For support, contact Student Services at or the Office Administrator.

Critical Incident Policy

Critical Incident and Crisis Management Policy

Policy Statement

Island Coastal Aviation (ICA) is committed to the safety, well-being, and security of all students, staff, and visitors. This policy outlines ICA's procedures for responding to critical incidents and crisis situations in a timely, coordinated, and culturally respectful manner. All students share a responsibility to follow safety procedures and report concerns to ensure a safe learning environment.

1. What is a Critical Incident?

A Critical Incident is any traumatic, serious, or life-threatening event that impacts the safety of individuals at ICA. This includes, but is not limited to:

Medical emergencies

Fires or explosions

Natural disasters (earthquakes, floods)

Criminal activity or threats of violence

Overdose incidents

Missing people's reports

2. Crisis Management Team Contacts

For assistance during or after a critical incident, contact the following ICA Crisis Management Team:

Eden Liu PRM & Student Services

Dispatch

CFI Luke Shang

3. Emergency Procedures

Life-Threatening Emergencies:

Call 911 immediately

Notify a ICA staff member as soon as it is safe to do so.

Overdose Response

Call 911 immediately.

Notify ICA staff.

Fire Evacuation Procedures

Leave the fire area immediately.

Activate the fire alarm and alert others in the vicinity.

Proceed to the designated Assembly Point: Terminal Parking Area

Do not re-enter the building until cleared by the Fire Department.

Notify management.

Missing Persons or Student Safety Concerns

If a fellow student is unaccounted for after an evacuation or if you are concerned about their safety, report this to Operation Manager immediately.

If a student has not been attending class, seems unwell, or you are unable to reach them and are concerned, contact Operation Manager without delay.

4. Student Responsibilities

Follow all emergency instructions from staff promptly.

Evacuate immediately when instructed to do so.

Keep your Emergency Contact Information up to date in EMS.

Report any safety concerns about yourself or others to Student Services.

Cooperate during drills and real emergencies.

Understand that failure to comply with safety procedures endangers others and may result in disciplinary action.

5. Post-Incident Support & Recovery

ICA is committed to supporting students affected by critical incidents through:

Counselling Referrals: Student Administration Officer will assist students in accessing appropriate mental health and wellness resources.

Academic Accommodations: Students impacted by critical incidents may request academic adjustments, such as extensions, rescheduling of exams, or workload adjustments

Family and Community Support: Assistance will be provided to help reconnect with family abroad or on local community networks.

All reports and support requests are handled with discretion and confidentiality.

Students are encouraged to contact Student Administration Officer for assistance following any critical incident.

Emergency Response & Evacuation Policy

Emergency Response & Evacuation Policy (Student Guide)

1. Purpose and Scope

This policy provides students with clear instructions on how to respond to emergencies and evacuations at Island Coastal Aviation (ICA). The goal is to ensure students' safety during critical incidents, including fires, medical emergencies, natural disasters, or security threats. This policy applies to all students enrolled in ICA.

2. Emergency Contact & Reporting

In an emergency, call 911 immediately.
Notify ICA Dispatch or any Instructor as soon as it is safe to do so.

3. General Emergency Procedures

Remain calm and follow the instructions of ICA staff.
Evacuate the building promptly when instructed or when alarms sound.
Assist others if safe to do so.
Do not re-enter the building until declared safe by emergency personnel.

4. Evacuation Routes & Assembly Points

Primary Assembly Point: Terminal Parking Lot

5. Fire Emergency Procedures

Leave the fire area immediately.
Activate the nearest fire alarm.
Alert others on your way out.
Proceed to the Primary Assembly Point.

6. Medical Emergency Procedures

Call 911 and provide the exact location.
Notify ICA Dispatch or staff immediately.
Provide first aid if trained and it is safe to do so.

7. Security Threat Procedures

If safe, move to a secure area and lock doors.

Silence mobile devices.

Remain hidden and quiet until law enforcement arrives or an “all-clear” is given.

8. Accountability and Roll Call

Once at the Assembly Point, report to your instructor or designated staff.

ICA will conduct a roll call to ensure all students are accounted for.

9. Student Responsibility

Familiarize yourself with emergency exits and procedures.

Follow staff instructions promptly.

Report on unsafe conditions to Dispatch or Student Administration Officer

10. Policy Review

This policy will be reviewed annually and updated as necessary to ensure alignment with ICA's Critical Incident Management Policy and safety best practices.

For questions regarding emergency procedures, contact Student Services.