

Emergency Drills

Fire, Lockdown and Hold and Secure

Background

The Division recognizes the necessity of preparedness for the eventuality of emergencies. Regular fire and lock down drills are mandatory in each of its schools. Hold and Secure may be practiced and will be enacted when the danger is outside of school property and students are safest within the school environment. The school administration plays a vital role in ensuring the safety of all.

Fire Drill Procedures

1. Principals are responsible for organizing fire drills and training students and staff in proper building evacuation procedures as per national fire safety legislation requirements.
2. Each Principal shall be required to hold at least three (3) fire drills in each of the fall and spring school terms. Two (2) of these drills must be held in September. Parents and staff will be notified prior to the drills. The Fire Department or First Responders will also be given prior notice of drills.
3. Each school Principal is responsible to have a crisis response plan which includes emergency contact lists, phone numbers, and roles and duties of crisis response team, as well as location of a secondary, safe location. This information must be reviewed yearly with staff and given yearly to the division.
4. The procedures for conducting fire drills and the evacuation plan must be shared with the Superintendent of Education and the Superintendent of Student Services. Dates of emergency drills will be kept and shared with superintendents through the school's Emergency Measures Response Plan as shared on OneDrive.
5. A map detailing primary and secondary fire escape routes shall be on prominent display in all locations where students receive instruction.
6. The Principal or designate will involve Fire Departments or First Responders when possible to enact drills. Fire alarms will be pulled to begin the fire drill.
7. The Principal or designate is responsible for ensuring that student attendance can be accessed. Classroom teachers will ensure that students leave classroom and meet in a designated spot. Personnel will check washrooms and other areas to ensure all have evacuated.
8. Students and staff will evacuate the building to a location predetermined on the school grounds but away from the building.



Lockdown Drill Procedures:

1. The Principal will develop with staff and RCMP detailed procedural lockdown plans, appropriate for the school, in advance of the opening of each school year. All members of the staff should be fully informed of the plan and their respective duties.
2. **Two** (2) lockdown practices per year will be conducted. All lockdown practices will involve notification of students, parents and RCMP/first responders prior to the practice.
3. The principal will maintain a record of dates and times of lockdown drills and these shall be entered into school`s Emergency Measures Response Plan as shared on OneDrive.
4. A lockdown will begin with the announcement "attention all staff, we are in lockdown" repeated **3 times**. All staff and students will report to the nearest secured area, with door locked, lights turned off, windows closed, drapes/blinds closed. All people will get down away from the window adjacent to the wall and on the floor in a sheltered area away from the line of site of the door and below the window level. All should remain as quiet as possible and ignore any bells.
5. Any staff and students away from the school should report to the evacuation safe site location and await further instruction.
6. The lockdown drill is over when Principal or designate announces an all clear announcement.

Hold and Secure Drill Procedure (optional)

1. Announce 3 times, "attention all staff, the school is now in Hold and Secure."
2. All exterior doors and windows are closed and locked.
3. Students can enter but not leave the building.
4. Classes resume as normal and the drill is completed when an all clear signal is announced.

NOTE: Although administrators conduct the drills, in actuality, all staff should have the ability to enact a fire evacuation, lockdown and hold and secure when the need is identified.

Reference: Sections 85, 108, 109, 175, 231 Education Act
National Fire Code of Canada

AP165 Appendix Emergency Measures Response (EMR) (NLS, 2017)

