PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Emergency Drills (Evacuations, Safe Zones and Lockdowns)	CODE: EBCB
LEGAL STATUS: Board Motion #137.07, #292.13, 189.19	DATE APPROVED: 19 Aug 2019

Background: The Board of Education recognizes the urgent and necessary need for a safe and efficient evacuation or lockdown of a school building in the event of an emergency. The safety of the children and staff are paramount. With this in mind the Board of Education recognizes the need to provide appropriate direction and support to the administration and staff.

POLICY: **The Board of Education directs each school principal and staff to develop and implement school evacuation/secure building/lockdown procedures that promote the safety of the children and staff.**

Guidelines:

1. Each principal will develop emergency procedures for evacuation, secure building and lockdown that is appropriate to the unique features of the school building and shall ensure all staff, including temporary and substitute staff, are aware of the procedures. The plan is to be reviewed annually.

2. Each principal will make arrangements with an alternate facility in the neighborhood capable of accommodating the school population in case of an emergency.

3. There shall be four types of emergency procedures established and practiced in each school. One shall be an evacuation procedure as in the case of a fire, the second shall be an evacuation to an inside safe zone as in the case of severe weather, and the third shall be a lockdown procedure as in the case of a threatening intruder, and the fourth shall be the gathering in of students indoors as in the case of a threatening individual in the area.

4. There shall be at least 12 such drills per school year. Scheduled and unannounced drills shall include the following:

    4.1 Three fire drills in the fall (September and October)

    4.2 Three fire drills in the spring (April and May)

    4.3 Two safe zone drills

    4.4 Two lockdown drills

    4.5 Two gather-in drills

5. On June 30th, each principal will submit a record of drills to the Director of Education who will provide an annual report to the Board regarding the implementation of this policy, and any inspection reports and/or recommendations by the City of Prince Albert Fire Department or the City of Prince Albert Police Service, (see Appendix A).

Procedures:
1. In the event of an emergency that warrants an evacuation or lockdown, the school is to call 911 with the particular details.
2. Anytime the school's emergency alarm sounds, it is for an evacuation.
3. Any call for an evacuation to a safe zone shall be <u>announced over the intercom.</u>
4. Any call for a lockdown shall be <u>announced over the intercom.</u>
5. For evacuations, students and staff are to assemble in a predetermined safe location.
6. Procedures to account for all students are to be in place and practiced during the drills.
7. Following an evacuation or lockdown procedure, students and staff are not to resume regular duties until an "all clear" signal has been given by the principal or person in charge.
8. The school division's Crisis Management Plan document is to be used when developing evacuation/secure building/lockdown procedures.

Reference: National Fire Code of Canada 2006

Record of Emergency Drills

SCHOOL: _____

Fire Drills – FALL (September – October)	**Comments**
Date (1) _____	_____
Date (2) _____	_____
Date (3) _____	_____

Fire Drills – SPRING (April – May)	**Comments**
Date (1) _____	_____
Date (2) _____	_____
Date (3) _____	_____

Safe Zone Drills	**Comments**
Date (1) _____	_____
Date (2) _____	_____

Lockdown Drills	**Comments**
Date (1) _____	_____
Date (2) _____	_____

Gather-in Drills	**Comments**
Date (1) _____	_____
Date (2) _____	_____

_____   _____
Date Submitted   **Principal's Signature**