

# Emergency Preparedness - Emergency Drills

## 4110-90 | Emergency Preparedness - Emergency Drills

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1. Fire drill and evacuation procedures will be established in each school and work site.

1.2 Drill procedures will include:

- The drill will follow, as closely as possible, Regulation 4110-10 Emergency Preparedness – Fire Response.
- Fire procedure plans for students with special needs that may interfere with their safe exit will be devised by the Principal and approved by the Fire Chief.
- Teachers will be instructed how to use the break-glass station, provide for the disabled, and confine and control small fires.
- The fire department must be phoned (250-627-1248) 24 hours before holding a fire drill and just before the drill.
- Evacuation will be quiet, orderly and purposeful.
- Procedures will include reporting to the command post.
- The Principal will keep a record of when fire drills have taken place.

1.3 In accordance with the BC Fire Code, fire drills will be held as follows:

- For schools:
  - one drill prior to September 30;
  - two drills between September 30 and January 31; and
  - three drills between January 31 and June 30.
  - The district recommends that one drill each year be held during a lunch break or other break.
  - If a school evacuation is included as part of another drill (for example, an earthquake drill) it may be counted as one of the required fire drills.
  - For all other sites, one drill per year.

1.4 Students will be encouraged to review and practice fire evacuation procedures in their homes.

## 2. Earthquake Drills

2.1 Earthquake drill and evacuation procedures will be established in each school and work site.

2.2 Before participating in earthquake drills, students should receive a thorough explanation of what is expected of them. The person giving the instructions should emphasize that, while the ground is shaking, students will be safest by finding immediate shelter under desks, tables, counters, etc. to avoid falling objects. The instructor should also note the noise and disorder that will accompany an earthquake, and emphasize that a calm, quiet response by teachers and students is essential.

2.3 Drill procedures will include:

- The drill will follow, as closely as possible, Regulation 4110-20 Emergency Preparedness – Earthquake Response.
- Earthquake procedure plans for students with special needs that may interfere with their safe exit will be devised by the Principal and approved by the Fire Chief.
- The fire department should be phoned (250-627-1248) 24 hours before holding an earthquake drill.
- Evacuation will be quiet, orderly and purposeful.
- Procedures will include reporting to the command post.
- The Principal will keep a record of when drills have taken place.

2.4 Earthquake drills will be held at least three times per year.

- The first drill must be completed prior to September 30.
- The second drill will be scheduled for all schools in the district at the time and date of the “Great British Columbia Shake-Out” – normally in mid-October.
- The third drill must be completed prior to March 31.

2.5 Students will be encouraged to review and practice earthquake evacuation procedures in their homes.

### **3. Hold and Secure, Intruder Lockdown Drills**

3.1 Hold and Secure, and Intruder Lockdown, procedures will be established in each school and work site

3.2 Before participating in Hold and Secure, and Intruder Lockdown, drills students should receive a thorough explanation of what is expected of them. The person giving the instructions should emphasize the importance of staying quiet and out of sight of windows and doors. Ensuring cell phones are turned off must be emphasized.

3.3 Drill procedures will include:

- The drill will follow, as closely as possible, Regulation 4110-20 Emergency Preparedness – Earthquake Response.
- Hold and Secure, and Intruder Lockdown, plans for students with special needs will be devised by the Principal and reviewed by the Police Inspector.
- The police department should be phoned (250-624-2136) 24 hours before holding a Hold and Secure, or Intruder Lockdown, drill.
- The Principal will keep a record of when drills have taken place.

3.4 Hold and Secure, and Intruder Lockdown, drills will be held at least once per year.

#### **4. Other Emergency Drills**

4.1 Other potential emergency scenarios may or may not apply to individual schools. Principals will use their discretion to determine if other drills will be carried out. Drills for other scenarios will follow the pattern set out in this regulation.

#### RELATED

- 4110 Emergency Preparedness Policy
- 4110-10 Emergency Preparedness - Fire Drills
- 4110-12 Emergency Preparedness - Fire Prevention
- 4110-15 Emergency Preparedness - Hazardous Material Spill
- 4110-20 Emergency Preparedness - Earthquake Reponse
- 4110-22 Emergency Preparedness - Earthquake Preparations
- 4110-30 Emergency Preparedness - Tsunami Warnings
- 4110-35 Emergency Preparedness - Flood Response
- 4110-40 Emergency Preparedness - Hold and Secure
- 4110-42 Emergency Preparedness - Intruder Lockdown
- 4110-50 Emergency Preparedness - Bomb Threat Procedure
- 4110-52 Emergency Preparedness - Bomb Threat Preparations
- 4110-60 Emergency Preparedness - Medical Emergency Response
- 4110-62 Emergency Preparedness - Vehicle Accident Response
- 4110-65 Emergency Preparedness - Extended Power or Natural Gas Outage