

Administrative Procedure 166

EMERGENCY DRILLS

Background

In emergencies, the safe and speedy evacuation of occupants from a building is essential. Successful evacuation is dependent upon a practical plan practised often enough that it will be followed in cases of real emergency. As in any emergency, it is recognized that all staff members have a responsibility for the care and safety of students.

Procedures

1. All emergency drills must be conducted in conformance with approved procedures detailed in the District Emergency Preparedness Manual, recorded and a file maintained in the school office for viewing by the Fire Inspector. Copies of all drill reports must be faxed or emailed to the District Emergency Planner.
2. Prior to school start-up each September, the Principal/Site Manager shall ensure that:
 - 2.1 The site Emergency Plan has been reviewed and updated;
 - 2.2 An orientation session with staff outlining the site emergency plan and drill procedures is held;
 - 2.3 A hazard assessment of the site is conducted by the site Occupational Health and Safety Committee; and
 - 2.4 First aid supplies are replenished.
3. All evacuation drills must involve:
 - 3.1 The calm, quiet, orderly exiting of the building using predetermined and alternate routes (in the event of blockage). School classes are to remain in formation;
 - 3.2 The mustering of students and/or staff in designated evacuation areas and taking of attendance; and
 - 3.3 No re-entry into the building until three (3) bells have rung, signaling the conclusion of the drill.
4. Where a potential hazard is discovered during the course of the drill, the Principal/Site Manager shall take immediate action to have the matter remedied.
5. Fire Drills and Automatic Alarm Systems
 - 5.1 In accordance with the B.C. Fire Code, school evacuation drills shall be held at least three (3) times in each of the fall and spring school terms for a total of six (6) times per school year.

- 5.2 There is to be at least one (1) planned fire drill at the commencement of each school year.
- 5.3 All alarms are automatically relayed to the Monitoring Station which in turn informs Delta Fire and Emergency Services.
- 5.4 Prior to a fire drill or alarm test, the Monitoring Station (604-731-4126) must be notified as to the date and time of the drill or test. The Monitoring Station will advise Delta Fire and Emergency Services accordingly.
- 5.5 Prior to the fire drill, the Principal/Site Manager or designate will ensure the fire alarm panel is unlocked (to enable reset at drill conclusion), and trip the alarm by opening a pull station using the special key and activating the toggle switch.
- 5.6 After the fire drill is completed and the pull station and fire alarm panel re-set, the Principal/Site Manager or designate will contact the Monitoring Station to verify that they received the call and to advise that the test is now completed.
- 5.7 An evaluation of each drill is to take place, with staff advised of any improvements needed before the next drill.

6. Earthquake Drills

- 6.1 Classroom earthquake drills shall be held at least twice each year, once in September and once in January.
- 6.2 Full evacuation earthquake drills shall be held at least annually, during Emergency Awareness Week (first week in May).
- 6.3 The DROP, COVER AND HOLD method will be immediately deployed when earthquake drills are announced over the public address system or at the onset of a seismic event.
- 6.4 Upon completion of each earthquake drill, an evaluation of the drill through debriefing of staff, including students and/or parents as appropriate, is to be conducted, with any improvements needed documented for future reference.
- 6.5 A completed Situation Report (Form 166-1) must be faxed or emailed to the District Emergency Planner upon completion of the May drill.

Reference: Sections 17, 20, 22, 65, 85 School Act
B.C. Fire Code
School Regulation 265/89