

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. All drills must be reported in CIMS.
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 ON 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

Revised: September 2019