

SECTION 300 – General Administration

ADMINISTRATIVE PROCEDURE: EMERGENCY DRILLS

PROCEDURE CODE:	300 AP 002
Policy Reference: 300 – Emergency Preparedness	Exhibits:

OVERVIEW

In the event of an emergency, the Division's priority is the safety of students, staff, contractors and visitors, followed by the preservation of property. Through Division and site Emergency Response Plans developed in partnership with Hour Zero, specific procedures have been established to ensure the most effective and efficient use of resources.

In emergencies, a safe and immediate response is essential. A successful response depends on a practical plan practised often enough that it will be understood and followed in the event of a real emergency. The purpose of this procedure is to provide clarity and expectations regarding the practicing of emergency procedures in schools. In any emergency it is recognized that all staff members are responsible for the care and safety of everyone on site. Drill requirements are a minimum MHPSD standard; schools are encouraged to conduct as many drills as necessary to feel confident in their emergency preparedness.

DEFINITIONS

Lock-Down:	There is an immediate THREAT OF VIOLENCE to students and staff INSIDE the school building. The main objective of a Lock-Down is to keep the maximum number of people safe by getting them behind locked doors.
Hold and Secure:	There is a THREAT or POTENTIAL THREAT OF VIOLENCE in close proximity to, or in the general vicinity of the school. As a precaution all exterior doors to the school are locked.
Shelter In Place:	When it is safer to be INSIDE the school than outside and there is no threat of violence. Students/staff may remain in a classroom or move to another space depending on the nature of the emergency.

- Evacuation: There is possible danger INSIDE the school. Students will be escorted by staff to a safe location outside.
- Bus Evacuation: When it is unsafe for students to remain on the bus. The main objective is to get students off the bus safely in the shortest possible time and in an orderly way.

PROCEDURE

Each school will have procedures in place to handle emergency situations specific to its building(s) and grounds. Copies of these procedures will be included in each school's emergency plan.

The principal will ensure that emergency procedures and emergency maps for each area are posted in each teaching/learning space and that teachers and students are familiar with the fire drill exits and procedures.

It is mandatory that all on site personnel will participate in emergency drills (including staff, students, visitors, volunteers and contractors).

The principal will keep a record of each drill in Hour Zero online and a written evaluation of each drill.

Drills should be conducted under a variety of conditions and circumstances:

- a) at different times during the school day
- b) under various weather conditions
- c) using alternate evacuation routes and procedures
- d) using different pull stations to activate the fire alarm
- e) one fire drill must be held while the principal is away from the school

Fire Drills

Each school is required to comply with the requirements for fire/evacuation drills in accordance with the Alberta Fire Code.

Schools are required to conduct 6 fire/evacuation drills per year, with 3 in the fall term and 3 in the winter/spring term. The first fire drill must be held within one month of school opening.

Instances where an unscheduled fire alarm has been activated and the building has been evacuated during the school day will be considered a fire drill.

Lock-Down Drills

Each school will incorporate at least two Lock-Down drills during the school year with 1 in the fall term and 1 in the winter/spring term.

The first lockdown practice must be held between the first instructional day of a new school year and December 15.



As often as possible, the principal will ensure that lockdown practices are conducted in the presence of a member of the Medicine Hat Police Service.

Central office will conduct a Lock-Down drill once per calendar year.

School Bus Emergency Evacuation Drills

Each student rider and the bus driver will participate in emergency evacuation bus drills twice during the school year with 1 in the fall term and 1 in the winter/spring term.

The first bus emergency evacuation drill will be conducted within the first 60 calendar days of each school year.

The bus contractor will submit a report to the transportation coordinator upon completion of the required evacuation drills. The report will include the school bus numbers, name of the bus driver conducting the drills, dates of satisfactory completion and the name of the school.

Other Drills

Schools will annually practice 1 additional emergency drill involving Shelter in Place or Hold and Secure.

Approved: February 13, 2023

