

EMERGENCY DRILLS

Background

Livingstone Range School Division believes that prevention, proper planning and practicing drills, are necessary to ensure that students and staff can be prepared in an emergency or crisis situation. This includes evacuation, lock down, hold and secure, shelter in place, medical emergencies, and other instances where the safety of students and/or staff may be a concern.

Procedures

1. Each Principal shall establish, maintain, and post plans for potential emergency situations. The plans should be reviewed every August before school resumes. The plans should be communicated with the Superintendent and the Health and Safety Coordinator.
2. The plans shall be reviewed with the school staff at the beginning of each school year.
3. Directions shall be posted in each room indicating the primary and secondary evacuation route to be taken by the occupants of the room in an evacuation emergency.
4. Students will be informed at the start of the school year about the details of the emergency procedures.
5. Each Principal should prepare a relocation plan which identifies nearby buildings to which students and staff can be taken in case of inclement weather.
6. Each Principal shall conduct a minimum of six fire drills (3 in the fall and 3 in the spring) as well as 2 lockdown drills (1 in the fall and 1 in the spring) in a school year (Alberta Fire Code 2.8.3.2). Other drills can be planned and practiced throughout the year when time allows.
7. Each bus driver will perform a minimum of 2 school bus evacuation drills per school year in consultation with the Transportation Coordinator as per Administrative Procedure 543: Operational Procedures for School Buses.
8. A record of the drill shall be recorded on the Division database as well as on the Emergency Response Plan – Record of Drill form and kept at the school as well as emailed to the Health and Safety Coordinator after each drill.

9. Drills can be conducted without warning to staff or students; or by informing essential staff such as staff working with children with anxiety issues, staff who may be performing experiments at the time.
10. All staff and students, as well as any visitors or volunteers that are on site, shall actively participate in the drills.
11. All hallways, emergency exits, and regular entrances shall be kept clear of furniture, other equipment or materials, and snow which might impede an exit.
12. All panic hardware shall be maintained in good working order and all exit doors must be kept unlocked to allow use of the exit.

December 2003

References

Sections 33, 52, 53, 196, 197, 222 Education Act
Administrative Procedure 310, 312, 543
LRSD Safety Handbook
Emergency Response Plan – Record of Drill form
Alberta Fire Code 2.8.3.2

Updates: March 2021 (Name change from Fire Safety and Emergency Drills)