

	Administrative Procedure	
	Subject	Student and Staff Safety - Emergency Procedures
	AP Code	163

Procedures

Fire Drills

1. The principal will develop a detailed fire drill plan appropriate for his/her school in advance of school opening each year. Fire drill plans should provide the following:
 - 1.1. The orderly and prompt evacuation of all persons from the building;
 - 1.2. The evacuated pupils to proceed a safe distance from the building;
 - 1.3. Monitors to hold open exit doors;
 - 1.4. Staff members to act as monitors to check all areas and report the evacuation complete;
 - 1.5. Staff members or monitors stationed as necessary at the foot of stairways and fire escapes to prevent accidents; and
 - 1.6. Teachers in charge of classes to check to ensure that all pupils are properly accounted for. A class list should be used for this purpose.
2. In addition, the plan shall:
 - 2.1. Ensure that all staff members are fully informed of their respective duties under the approved plan for the fire drill;
 - 2.2. Be posted conspicuously in the office, in each staff room, in the facility operator's room, and in each wing of each floor at or near a fire alarm station; and
 - 2.3. Outline detailed instructions for the direction of pupils in a fire drill that shall be posted in classrooms and used for instruction.
3. Each school will hold at least ten fire drills during each school year:
 - 3.1. Two announced fire drills will be held during the initial two weeks of school operation;
 - 3.2. Additional drills that are not announced will be held at times over the balance of the school year as determined by the principal; and
 - 3.3. Schools should practice fire drills that include scenarios such as a blocked entrance, alarms at noon hour and/or recess, or an assembly.
4. Each drill should be a practice for children, staff, and other persons to evacuate the school building in an orderly fashion in the event of an emergency.
5. The principal will maintain a record of fire drills.
6. The principal has the responsibility to periodically inspect his/her school for possible fire hazards and if possible, to correct them at once, or to report these immediately in writing to the school director.

School Evacuation Procedures

1. If an immediate emergency, engage fire alarm and follow fire evacuation procedures.
 - 1.1. If evacuation is not immediately required, convene school members of the School Leadership Team.

- 1.2. Close all windows and doors and turn off lights in each room as leaving. Designate a student to lead the class. Teachers leave last, checking for stray students.
- 1.3. Commence evacuation procedures.
- 1.4. Inform the school director, who is in charge of safety.
- 1.5. Ensure that traffic control and security functions are carried out by the designated staff member and that additional support is available as necessary.
- 1.6. Designated staff will check washrooms and unsupervised spaces.
- 1.7. Ensure that attendance records (daily attendance sheet), and any other essential records are collected and taken to the assembly area.
- 1.8. Close all school doors.
- 1.9. The principal, or facility operator if designated, will ensure that the school's physical plant is "shut down."
- 1.10. Establish Emergency Administration Center and initiate Emergency Communication Procedures. Use a predetermined alternate facility if required.
- 1.11. Teachers will create a list of missing students and provide that list to the principal. Notify emergency services of any students not accounted for.
- 1.12. The school principal will notify the school director when all students and staff have left the school premises.
- 1.13. The principal, or designate, will verify the evacuation of all staff, and complete a staff count sheet.
- 1.14. The names of all students or staff evacuated to the hospital are to be recorded along with the hospital name and means of transportation.
- 1.15. Determine whether crisis counseling services are required and to what extent.
- 1.16. Determine communications needs – media statement, telephone response fact sheet, and parent notification.
- 1.17. Debrief the School Crisis Response Team and plan a follow-up.

School Lockdown

Definition: Restriction of movement, implemented in response to a threat of violence within or in relation to the school. Occupants remain in shelter areas until the situation is resolved.

1. The principal will develop a detailed lockdown procedural plan appropriate for his/her school in advance of school opening each year. Lockdown procedural plans should provide the following:
 - 1.1. The orderly and prompt plan to safely secure all persons in the building;
 - 1.2. Ensure that all staff members are fully informed of their respective duties under the approved plan;
 - 1.3. Outline detailed instructions to direct pupils who are outside the classroom or the school to safety;
 - 1.4. Notify staff not to respond to fire alarms if they are pulled; and
 - 1.5. Communication plan to inform parents and students.
2. Each school will hold at least four lockdowns during each school year:
 - 2.1. Two lockdowns per year will involve an invitation of local police or RCMP to attend; and

- 2.2. The principal will maintain a record of all lockdowns.

Note: There is a high probability of a fear or traumatic reaction among students in response to the potential circumstances surrounding these procedures. It is advisable therefore that parents, students, and staff be consulted and briefed prior to any drills. However, all adults working in the building must be familiar with and trained in these procedures.

School Lockdown Procedures

1. Call 911.
2. Go on the intercom and announce "Attention Staff. We are in a lockdown". (REPEAT).
3. Staff and students report to the nearest secured area (ensure the door is locked).
4. If safe to do so, contact the school director. This person will be responsible for coordinating communication with parents and the media.
5. Staff/students are to:
 - 5.1. Keep away from the classroom door or any windows.
 - 5.2. Close draperies/blinds
 - 5.3. Be as quiet as possible.
 - 5.4. Turn out the lights.
 - 5.5. Turn off cell phones and put them in a central location.
6. Staff/students are NOT to open the door under any circumstance (the door will be opened by police or by staff - in the case of a practice lockdown).

Hold and Secure

Definition: Implemented when it is desirable to secure the school due to an emergency situation occurring outside and not related to the school. In this situation, all exterior doors are locked and monitored, to allow any students from outside to enter, but the doors should otherwise remain locked. Classes may continue to function normally, but no one is permitted to leave until the situation is resolved.

Hold and Secure Procedures

1. Go on the intercom and announce "Attention Staff. We are in a Hold and Secure. (REPEAT)
2. All exterior doors are locked.
3. All available staff report to administration and are assigned to designated entrances/exits.
4. Students are allowed to enter but no one is permitted to leave.
5. Contact the school Director, who is in charge of safety.
6. This person will be responsible for coordinating communication with parents and the media.
7. All clear signals will be given by the person in charge.

References

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October 31, 2023

Revised
