



Emergency Plans and Drills

Background

KTCEA believes that being well prepared for an emergency or crisis situation includes practicing drills aimed at reducing risks to staff and students. An emergency drill can involve an evacuation, shelter in place, lock down, or hold and secure procedures.

Guidelines

It is expected that all students and staff will participate fully in emergency drills conducted to improve emergency preparedness.

#	Procedure	Roles & Responsibilities
1.	<p>Each Principal and Site Manager shall establish, maintain, and post plans or procedures for evacuation, shelter in place, lockdown or hold and secure situations.</p> <ol style="list-style-type: none"> 1.1 The plans will be reviewed every August before school resumes. 1.2 The plans will be communicated with the Superintendent and the Health and Safety Coordinator. 1.3 The plans shall be reviewed with the school staff and central office staff at the beginning of each school year. 1.4 Principals and Site Managers will ensure that 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. 1.5 Students and staff will be informed at the start of the school year about the details of the emergency procedures. 1.6 Each Principal and Site Manager should prepare a relocation plan which identifies nearby buildings to which students and staff can be taken in case of inclement weather. 1.7 Each Principal and Site Manager 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. 1.8 The Principal or Site Manager will record each drill and keep records at the school or work site, and will notify the Health and Safety Coordinator by email after each drill. 1.9 Drills may be conducted without warning to staff or students, except in cases where staff are working with students with anxiety issues. 	Superintendent

	<p>1.10 All staff and students, as well as any visitors or volunteers that are on site, shall actively participate in the drills.</p> <p>1.11 All hallways, emergency exits, and regular entrances shall be kept clear of furniture, other equipment or materials, and snow which might impede an exit.</p> <p>1.12 All panic hardware shall be maintained in good working order and all exit doors must be kept unlocked to allow use of the exit.</p>	
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Definitions:

Hold and Secure is a response to a threat in the general vicinity of the school or work site. Staff and students outside the building are directed back inside. All exterior doors/windows are locked and interior doors remain in a normal state. Staff and students are kept away from windows and doors. Staff and students may be directed to return to their classrooms and to wait for additional instructions. In some instances, classes and limited activities can continue.

Lockdown is a response to an imminent threat in the school, work site or on the property. During a lockdown, all staff/students immediately go to the nearest lockable room. No one is permitted in or out of the room once the area has been locked. Staff/students turn off lights, remain quiet, silence cell phones and stay out of sight lines.

Shelter in Place is a response to an external threat where it is safer to be inside rather than outside. Threats are typically environmental rather than crime related.

References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Alberta Occupational Health and Safety Act

Alberta Occupational Health and Safety Code

Alberta Occupational Health and Safety Regulation

Alberta Fire Code

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.