



Practice Drills Administrative Procedure 8.38

8.0 Safe Schools

Board Governance Policy Cross Reference: 1, 2, 3, 4, 16, 17

Legal Reference: *E10-468R, Section 36, Manitoba Fire Code*

Date Adopted: August 1976

Date Amended: November 2006, June 2008, September 2010, January 2016, November 2018

In order that students and staff are better prepared for emergencies, Principals are responsible for holding practice drills.

At the start of each school year, Principals need to inform parents about the practice drills that will occur over the school year. This needs to be communicated in print (part of school start - up communication/ newsletter/ letter/ email) or via other means (phone call out system, etc.). See **8.38A: Practice Drills Sample Letter**.

Principals need to have a designate in place that is familiar with all emergency procedures.

Drill Reports need to be submitted to **ESD Safety Officer** (or other as designated) at the end of each school year.

Evacuation Drills

- Evacuation drills need to be conducted ten (10) times per year, and as possible, once per month.
- **8.38B: Evacuation Drill Report** needs to be filled in by Principal following each drill.
- Principal to provide feedback to staff and students regarding things done well, things to improve.
- Under the direction of the Principal, the custodian (or other designated staff) shall notify the alarm service that the school is going to have an evacuation drill.
- Different alarm stations need to be pulled each time.
- Drills should always come unexpectedly.
- Different fire scenarios should be practiced. For example:
 - o fire exit door being blocked,
 - o some students outside / on break when alarm goes off,
 - o a need to go to alternate evacuation site.
- Activating and de- activating alarm to be done by custodian, under direction of Principal.
- Post evacuation drill, the custodian (or other designated staff) shall notify the alarm service that drill is completed and system functioned properly.
- Consult: **Procedure 8.21 Evacuation**

Lockdown Drills

- Lockdown drills need to be practiced a minimum of two (2) times per year.
- Advance warning is recommended for the first drill (“Later this week we will be having our first lockdown drill...”); this allows for classroom discussion and review around how to respond; this is especially important with Early Years students.
- Other drills should not be announced. They should come unexpectedly.
- RCMP should be invited to participate in one drill each year.
- Every situation will be different, but it is important to discuss and practice different ones.
- For example:
 - o a fire alarm going off post lockdown (fire bells should NOT be responded to during a lockdown)
 - o some students in between classes, outside or on break
 - o entire class outside
- **8.38C: Lockdown Drill Report** needs to be filled in by Principal following each drill.
- Feedback should be provided to staff and students regarding things done well, things to improve.
- **Parents must be informed of any lockdown drills**; this can be done with an electronic message, phone message or the like
- Example:
 - *Parents: In accordance with Evergreen School Division and Province of Manitoba policies, our school conducted a Lockdown Drill today. These drills are to provide training and practice to staff and students in the unlikely circumstance of a safety concern at our school. If you have any questions, please contact the school.*
- Consult: **Procedure 8.22 Lockdown**

Bus Evacuation Drills

- Bus evacuation drills need to be practiced a minimum of two (2) times per year.
- The first drill is usually done in the fall, the second in the spring.
- Drills are to be conducted in conjunction with Bus Ridership training (a review of bus rules and expectations).
- ESD Transportation Department will schedule drills in co-operation with schools.
- Reports will be completed by Transportation Department and shared with Principals.
- Consult: **Procedure 7.10 School Bus Transportation Services**