

Administrative Procedure 4060

Emergency Drills

Board Governance Policy Cross Reference: [1,12,13](#)

Administrative Procedures Cross Reference:

[Annual Task/Submissions Calendar](#)

[Emergency Preparedness](#)

[Workplace Safety and Health](#)

[Safe Schools](#)

Form Cross Reference:

[June Submissions to Superintendent's Department](#)

[Hutterian June Submissions to Superintendent's Department](#)

[Emergency Event/Drill Report](#)

Legal/Regulatory Reference:

[Manitoba Regulation 77/2005](#), Sections 7, 8 and 9 (Safe Schools Regulation)

The Interlake School Division (ISD) supports an emergency preparedness program which includes emergency planning, training, and education. This includes engaging in emergency drills to ensure that staff and students are prepared to respond safely and effectively in the event of an emergency. All schools will maintain a regular practice of fire, lockdown drills, and evacuations, at a time determined by the Principal.

At the start of each school year, Principals will inform parents about the emergency drills that will occur over the school year. This can be accomplished with other school start up communications. Every school shall develop and maintain an appropriate evacuation plan with signage clearly posted throughout the school building. The Principal must ensure that all emergency exits are clearly marked and free of obstructions. Principals need to have a designate in place that is familiar with all emergency procedures.

Details on fire, evacuation and lockdown planning and response are included in each school/facility specific emergency preparedness plan. All drills shall be recorded on the [Emergency Event/Drill Report Form](#).

The Principal is required to report fire and lockdown drills using the [June Submissions to Superintendent's Department](#) or [Hutterian June Submissions to Superintendent's Department](#) form.

Fire Drills

Each school Principal shall be responsible for holding **ten fire drills per school year** (usually one per month) and shall have authority to make such rules as are necessary to ensure the rapid and orderly evacuation of the school building and/or portable classrooms. The following steps should be taken when undertaking fire drills:

- Under the direction of the Principal, the custodian or designate shall notify the alarm service and fire department that the school is going to have an evacuation drill.
- Different alarm stations should be activated over the course of the school year.
- Drills should always come unexpectedly.
- Different fire scenarios should be practiced. For example, fire exit door being blocked, some students outside / on break when alarm goes off, a need to go to alternate evacuation site.
- Activating and de-activating alarm to be done by custodian or designate, under direction of Principal. Post evacuation drill, the custodian or designate shall notify the alarm service and fire department that the drill is completed, and system functioned properly.
- Principal to provide feedback to staff and students regarding things done well, things to improve.

The Division is responsible for ensuring that all facilities comply with applicable building codes and fire and health regulations.

Lockdown Drills

At least **one lockdown drill must be held during each term or semester in a school year**. A school lockdown is defined as "restrict[ing] the movement of pupils and school staff and other persons authorized to be in the school or to be participating in school events due to a threat of violence within or in relation to the school."

During a lockdown, all persons must move to safe and secure areas whether they are outside or inside school or portable classroom areas and must comply with all procedures and directives as given by the school Principal.

The following steps should be taken when undertaking lockdown drills:

- 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 or local police 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, a fire alarm going off post lockdown (fire bells should NOT be responded to during a lockdown), some students in between classes, outside or on break, entire class outside.
- Principal to provide feedback to staff and students regarding things done well, things to improve.
- **Parents must be informed of any lockdown drills.**

Example Letter:

Parents: In accordance with Interlake School Division policy, 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 at .