

# **APPENDIX G**

## **EMERGENCY DRILL PROCEDURES**

- G-1 FIRE EVACUATION DRILL
- G-2 CLASSROOM EARTHQUAKE DRILL
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## **FIRE EVACUATION DRILL PROCEDURES**

1. Fire Drills are to be conducted six (6) times during the course of the school year, 3 times prior to Winter Break and 3 times after.
2. Prior to fire drill, the Principal (or designate) should:
  - Notify the Monitoring Station (604-731-4126) of the time and date of drill (the Monitoring Station will advise the Fire Department); and
  - Ensure the Fire Alarm Panel is unlocked
3. Open the nearest Fire Alarm Pull Station to the Administration Office, using the special key.
4. Trip the alarm by pushing up the toggle switch inside the pull station.
5. Commence evacuation following the **Fire Alarm Procedures**.
6. Check attendance against class list and send a runner to the Principal (or designate) reporting the division number and number of students absent (or, if so, "all present")
7. Once all students are accounted for, return to the pull station and turn off the alarm by pushing down on toggle switch, then press "system reset" in the fire alarm panel.
8. Ring 3 bells to signal return to classes.
9. Notify the Monitoring Station (604-731-4126) to confirm completion of drill.
10. Update the Fire/Emergency Drill log sheet and send copy via facsimile (604-952-5375) or via e-mail to the Facilities Branch Office. Keep in convenient location for viewing by Fire Inspector.

### **If fire alarm rings and it is not a drill, the Principal (or designate) will:**

- Ensure evacuation proceeds, following the **Fire Alarm Procedures**.
- Go to the fire alarm panel and ascertain from where the alarm was initiated and by what means (alarm pull or smoke detector).
- Send a designated staff member to the indicated location to determine if there is a fire or if it is a false alarm, and report back to the office.
- Notify results to the Monitoring Station and the Fire Department.
- Wait for the Fire Department to arrive if it is a fire, or reset the system following Steps 6, 7 and 9 above if it was a false alarm.

## **CLASSROOM EARTHQUAKE DRILL PROCEDURES**

1. Classroom Earthquake Drills are to be conducted twice a year, once in September and once in January.
2. Announce the earthquake drill through the public address system **"This is an earthquake drill... DROP, COVER AND HOLD"**.
3. Students and teacher shall immediately face away from windows and
  - **DROP** - drop to ground to lower a person's centre of gravity
  - **COVER** - take cover under a sturdy desk, table or counter.
  - **HOLD** - brace yourself and hold onto a table leg and cover back of neck and head area with one arm until the shaking has stopped. During the drill, count aloud to sixty (60) to resemble the duration of the shaking.
4. In hallways, stairwells, or other areas where no cover is available, **SQUAT AND COVER** - move to an interior wall, turn away from windows, kneel alongside the wall, bend over into a "crash" position and bring head close to knees, cover sides of head with elbows and clasp hands firmly behind neck.
5. Conduct evaluations of drill through debriefing of staff (include students and/or parents as appropriate).
6. Update the Earthquake/Fire/Lockdown Drill log sheet and send copy via facsimile (604-952-5375) or via e-mail to the Facilities Branch Office.

## **EVACUATION EARTHQUAKE DRILL PROCEDURES**

1. Earthquake Drills with Evacuation are to be conducted at least annually during Emergency Preparedness Week (first week of May).
2. Announce the earthquake drill through the public address system **“This is an earthquake drill... DROP, COVER AND HOLD”**.
3. Students and teacher shall immediately face away from windows and
  - **DROP** - drop to ground to lower a person’s centre of gravity
  - **COVER** - take cover under a sturdy desk, table or counter.
  - **HOLD** - brace yourself and hold onto a table leg and cover back of neck and head area with one arm until the shaking has stopped. During the drill, count aloud to sixty (60) to resemble the duration of the shaking.
4. In hallways, stairwells, or other areas where no cover is available, **SQUAT AND COVER** - move to an interior wall, turn away from windows, kneel alongside the wall, bend over into a “crash” position and bring head close to knees, cover sides of head with elbows and clasp hands firmly behind neck.
5. Teachers must immediately take steps to protect themselves and prevent personal injury during an earthquake as they play a major role in assisting students through the post disaster stage. If the teacher is injured, two student monitors should have designated authority to give instructions.
6. After the shaking has stopped, start counting aloud again to sixty (60).
7. Before standing, students should be instructed to stay quiet, look and listen carefully for injuries and hazards, and smell for gas leaks.
8. Check self for injuries by running your hands over your head, limbs, etc. then check other people around you and ask if they are okay. Apply lifesaving first aid only – do not delay the evacuation of uninjured occupants. The seriously injured must be left for the school’s Search & Rescue Teams to extract.
9. Collect classroom emergency supplies (including Classroom Grab & Go Kits, any Comfort/Survival Kits, teacher vest, class list, emergency student release forms and student identification tags) and if possible gather coats.
10. Evacuate building in a CALM, quiet orderly manner, single file WEARING SHOES, following instructions by school teachers or monitors to designated assembly point. **DO NOT USE ELEVATORS.**
11. Follow predetermined evacuation routes. Be prepared to use alternate evacuation exits or routes if planned routes or exits are blocked.
12. If an aftershock occurs during evacuation, assume SQUAT AND COVER position (see Step 5). After shaking has stopped, resume evacuation procedures from Step 7 on.
13. Go to the designated EVACUATION ASSEMBLY AREA(S), steer clear of any overhead power lines, and line up classes so that they face away from the building.

14. Check attendance against class list, hand out student and teacher identification tags and send a runner to the Principal (or designate) to indicate those present, missing or injured, and to report any hazards noted.
15. Give additional first aid as required (do not use classroom emergency supplies during a drill - teachers should use this opportunity to discuss contents of emergency supply kits with students).
16. The school should not be re-occupied until instructed by the Principal. Conduct a mock condition survey of the building using the "Simple Building Damage Assessment Inspection" checklist in [Appendix E-3](#).
17. Wait for the Principal (or designate) to ring three (3) bells, signalling the conclusion of the earthquake drill and the re-entering of the building.
18. Conduct evaluations of drill through debriefing of staff (include students and/or parents as appropriate).
19. Update the Earthquake/Fire/Lockdown Drill log sheet and send copy via facsimile (604-952-5375) or via e-mail to the Facilities Branch Office.

## **CODE RED LOCKDOWN DRILL PROCEDURES**

1. Code Red Lockdown Drills should be conducted at least once annually.
2. Announce the lockdown drill through the public address system **“This is a Code RED Lockdown drill”** three times.
3. Teachers are to move to their classroom doors, look out in hallway to check for staff and/or students, close the door and lock it.
4. Teachers are to turn off the room lights and cover windows.
5. Teachers are to ask students to quietly move to a sitting position on the floor out of sight of windows and doors, to remain calm and quiet, to turn off all cell phone ringers and to maintain quiet for the designated time agreed upon for the drill.
6. Wait for the “Code Green” announcement and prepare for evacuation possibilities:
  - After a “Code Green” announcement by an administrator; and/or
  - After the door of your classroom is unlocked by a uniformed police officer – prepare to evacuate.
7. Conduct evaluations of drill through debriefing of staff (include students and/or parents as appropriate).
8. Update the Earthquake/Fire/Lockdown Drill log sheet and send copy via facsimile (604-952-5375) or via e-mail to the Facilities Branch Office).

## **CODE YELLOW LOCKDOWN DRILL PROCEDURES**

1. Code Yellow Lockdown Drills should be conducted at least once annually.
2. Announce the lockdown drill through the public address system **“This is a Code YELLOW Lockdown drill”** three times.
3. Staff and students return to their home classrooms. Non-enrolling staff to go to the nearest classroom.
4. Administration and/or assign staff to close and lock all exterior doors to the building.
5. Teachers are to move to their classroom doors, look out in hallway to check for staff and/or students, close the door and lock it.
6. Teachers are to cover windows.
7. Teachers are to ask students to do quiet seatwork, to turn off all cell phone ringers and to maintain quiet for the designated time agreed upon for the drill.
8. Wait for the “Code Green” announcement and prepare for evacuation possibilities:
  - After a “Code Green” announcement by an administrator; and/or
  - After the door of your classroom is unlocked by a uniformed police officer – prepare to evacuate.
9. Conduct evaluations of drill through debriefing of staff (include students and/or parents as appropriate).
10. Update the Earthquake/Fire/Lockdown Drill log sheet and send copy via facsimile (604-952-5375) or via e-mail to the Facilities Branch Office).



# ANNUAL EARTHQUAKE/FIRE/LOCKDOWN DRILL LOG



To be maintained at the building office.

Building Name:		School Year:	
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Date	Time of Day	Type of Drill (E/F/L)	Time to Complete Drill	Number of Students Moved	Comments	Sent to SBO

In accordance with the BC Fire Code, total evacuation drills in schools shall be held **at least 3 times** in each of the fall and spring school terms

Earthquake drills shall be held at least three times each year ("Drop, Cover, Hold" drill, no evacuation, in September and January; and complete drill, including evacuation, during Emergency Preparedness Week in May).

**This drill log is to be filled out immediately following each drill and sent to the Facilities Branch office via e-mail ([mpekarek@deltasd.bc.ca](mailto:mpekarek@deltasd.bc.ca))**