

Back to School Again... Is Your Emergency Plan in Shape?

Now that everyone has all settled in to the new school year, the District Emergency Preparedness Committee would like to remind you of a few things schools need to do over the upcoming months, in keeping with the District Emergency Preparedness Plan. The [Suggested School Emergency Planning Calendar/Checklist](#) provides a comprehensive listing of tasks that should be undertaken year-round.



Annual School Emergency Preparedness Report

We have revised and simplified the [Annual School Emergency Preparedness Report](#), which must be completed and submitted to the Superintendent's Office by October 15th each year.

Emergency Container Inventory

Every September, schools should conduct an inventory of your earthquake container to ensure that contents are complete, in good working order, and in the case of food and water rations, not expired, using the [Emergency Container Content Inventory](#) form. This task can be performed either by school staff or the school PAC. If schools require additional or replacement supplies or equipment, please contact [Procurement Services](#).



Just a reminder that, as per [District Administrative Procedure 165](#), schools are authorized to collect an "Emergency Preparedness Fee", not exceeding \$5.00 annually, from students to pay for these supplies and equipment.



Emergency Drills

In accordance with the BC Fire Code, **schools must conduct at least three fire drills in each of the fall and spring school terms.**

As well, the District Emergency Plan requires schools to hold three earthquake drills during the school year, one of which to be an evacuation drill.

Finally, don't forget to schedule at least one lockdown drill, preferably two this school year.

Each time you complete an emergency (fire/earthquake/lockdown) drill, please enter it in the CIMS FIELD TRIPS AND EMERGENCY DRILL TRACKING (TRN.910) option. [Instructions can be viewed here.](#) It is absolutely crucial that schools keep their emergency drills log up-to-date in case the Fire Inspector asks for it to see that we are in compliance.

The Great British Columbia Shake Out

The 2017 Great British Columbia ShakeOut earthquake drill will be held Thursday, October 19th at 10:19am (mark your calendars... the ShakeOut is always on the third Thursday of October!). Staff and students in the Delta School District were among over 800,000 British Columbians who participated in 2016, and we encourage you to participate again in 2017! We are hoping to match last year's registration by having 100% sign up this year for the event. If you haven't yet registered for the event, which counts as one of three earthquake drills mentioned above, please do so at <http://www.shakeoutbc.ca/register/>.



Save the Dates... Emergency Procedures System - Training for Principals and Vice Principals

We have booked Collette O'Reilly, President of the School Safety Association of BC, for Wednesday November 29th and Tuesday December 5th to conduct full-day training sessions (maximum 40 attendees per session) on Principal/Vice Principal Emergency Procedures & Decision Making and Incident Command. More details and registration instructions to come.

EP Information and Tips for Families

We have developed guides for parents on how they can talk to their children about emergency preparedness and what are the expected of parents, information around emergency student release and other helpful tips to ensure family members respond appropriately and effectively to an emergency or disaster situation at the school.

There are two versions of the guide available:

- [one for families of elementary school students](#) and
- [one for the families of secondary school students](#).

Mark Your Calendars - EP Week is May 6-12, 2018!

For more resources, news and other information on our **DeltaPrepared** emergency preparedness program, visit our website <http://facilities.deltasd.bc.ca/deltaprepared>

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