

**PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6**

<b>POLICY ITEM: Emergency Drills (Evacuations, Safe Zones and Lockdowns)</b>	<b>CODE: EBCB</b>
<b>LEGAL STATUS: Board Motion #137.07</b>	<b>DATE APPROVED: 28 May 07</b>

**Background:** The Board of Education recognizes the urgent and necessary need for a safe and efficient evacuation or lockdown of a school building in the event of an emergency. The safety of the children and staff are paramount. With this in mind the Board of Education recognizes the need to provide appropriate direction and support to the administration and staff.

**POLICY:** **The Board of Education directs each school principal and staff to develop and implement school evacuation/secure building/lockdown procedures that promote the safety of the children and staff.**

- Guidelines:**
1. There shall be three types of emergency procedures established and practiced in each school. One shall be an evacuation procedure as in the case of a fire, the second shall be an evacuation to an inside safe zone as in the case of severe weather, and the third shall be a lockdown procedure as in the case of a threatening intruder.
  2. There shall be a combination of at least eight such drills per school year.
  3. Drills shall include the following:
    - 3.1 Scheduled and announced evacuation fire drill.
    - 3.2 Scheduled and unannounced evacuation fire drill by principal.
    - 3.3 Scheduled and announced evacuation to a safe zone.
    - 3.4 Scheduled and unannounced evacuation to a safe zone by principal.
    - 3.5 Scheduled and announced lockdown drill.
    - 3.6 Scheduled and unannounced lockdown drill by principal.
  4. At the end of June, each principal will submit a record of drills to the Director of Education who will provide an annual report to the Board regarding the implementation of this policy, and any inspection reports and/or recommendations by the City of Prince Albert Fire Department or the City of Prince Albert Police Service, (see Appendix A).

- Procedures:**
1. In the event of an emergency that warrants an evacuation or lockdown, the school is to call 911 with the particular details.
  2. Anytime the school's emergency alarm sounds, it is for an evacuation.

3. Any call for an evacuation to a safe zone shall be announced over the intercom.
4. Any call for a lockdown shall be announced over the intercom.
5. For evacuations, students and staff are to assemble in a predetermined safe location.
6. Following an evacuation or lockdown procedure, students and staff are not to resume regular duties until an “all clear” signal has been given by the principal or person in charge.
7. The school division’s *Emergency Response Guide (Staff Guidelines)* and the *Guide for Safe and Caring Schools* are to be used when developing evacuation/secure building/lockdown procedures.



*Prince Albert Catholic Schools*  
"A Caring Faith Community Sharing in the Teaching Mission of Jesus"

**Record of Emergency Drills**

**SCHOOL:** \_\_\_\_\_

**Date of drill and comments:**

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**Date Submitted**

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**Principal's Signature**