

Administrative Procedure 103

School Operations

EMERGENCY PLANS

Background

The Board believes in providing for the safety of students and personnel in and on school property when school is in session or during school-sponsored activities.

Procedures

1. Fire Drills

- 1.1. Fire drills are an essential aspect of school safety programs.
- 1.2. The principal has the responsibility for establishing, in accordance with legislative or code requirements and in conjunction with the fire department, appropriate procedures for the safe and orderly evacuation of students.
- 1.3. Prior to conducting a fire drill, building facilities management and the non-emergency fire department line must be contacted.
- 1.4. Everyone in the building will be evacuated from the school buildings to designated evacuation sites as specified in the parent/student handbook
- 1.5. Evacuation maps must be posted in all rooms in the buildings.
- 1.6. A minimum of six (6) emergency evacuation drills in each school year must be conducted.

2. If a Fire Actually Occurs

- 2.1. Regardless of the apparent size of the blaze, the alarm must ring, the drill plan carried out and the fire department notified by telephoning 9-1-1.
- 2.2. If the fire is obviously very small, a staff member may take steps to extinguish it. If it is possible to completely extinguish the fire, the fire department can again

be notified that it is only necessary to carry out the minimum response.

- 2.3. If the fire department is on scene, follow their instructions.
- 2.4. Students shall not be permitted to re-enter the building until it is sure that the fire has been completely extinguished, and it is safe for them to return.
- 2.5. If necessary, the principal may order the closure of the school.
- 2.6. The Principal must report every fire, regardless of size, in writing, to the superintendent within a day of its occurrence.

3. Lockdown Drills

- 3.1. Lockdown drills are an essential aspect of school safety programs.
- 3.2. The principal has the responsibility for establishing, in accordance with legislative requirements and in conjunction with the police department, appropriate procedures for the safe and orderly lockdown of students.
- 3.3. A minimum of two (2) lockdown drills in each school year must be conducted.

4. If a Lockdown Actually Occurs

- 4.1. Regardless of the reason for the lockdown, the lockdown must be announced, the drill plan carried out and the police department notified by telephoning 9-1-1.
- 4.2. Once the police department is on the scene, follow their instructions.

5. Mechanical Failure

- 5.1. In the event of a mechanical failure, the principal may order the evacuation of the building.
- 5.2. If necessary, notify the fire department.
- 5.3. Follow the instructions of the fire department, if on the scene.

5.4. If necessary, the principal may order the closure of the school.

Approved: July 2023