

administrative regulation

Administrative
Regulation No.
3021

Classification:
Schools

Effective Date:
April 6, 2018

School Emergency Practices and Procedures

1 | Purpose

The purpose of this Administrative Regulation is to provide clarity and expectations regarding the practicing of emergency procedures in schools

2 | Scope

This Administrative Regulation applies to all CBE schools.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- Practicing emergency procedures prepares all persons within a school building to take the appropriate action in the event of an emergency.
- CBE requirements for emergency procedures practices align with current legislation.

5 | Definitions.

CBE: means The Calgary Board of Education.

Fire drill: means a planned event requiring activation of the alarm system and an evacuation of the building in response to the alarm.

Lockdown: means an emergency response to a specific situation such as an immediate threat or armed intruder requiring all persons to take shelter in a secure location within the building.

Evacuation to an alternate site: means an event where students and staff must evacuate the school building and travel to a pre-identified building at another location.

6 | Regulation Statement

General

- 1) All persons in the school building at the time of the emergency procedure practice must participate.
- 2) Records of all emergency procedure practices must be kept at the school.



- 3) Fire drills and lockdown practices must occur when students are in attendance.
- 4) CBE Security Monitoring Centre must be contacted prior to and at the completion of all scheduled fire drills and lockdown practices.
- 5) All staff, students and volunteers must become familiar with at least two exits in the event that one exit becomes inaccessible.
- 6) Visible signage must be in place indicating applicable exits.
- 7) Students must be given instruction on evacuation procedures at the beginning of each school year, and following winter and spring break.
- 8) Specific evacuation maps/instructions must be posted in each instructional area and in other areas where students and staff meet or gather.
- 9) Upon leaving the building, all persons must move a safe distance away from the building, and leave all entrances and exits clear.
- 10) Annually, staff must be aware of and have walked the route to the designated evacuation site.
- 11) All schools must develop an Emergency Response Plan using the approved template.
- 12) The Emergency Response Plan must be:
 - a) shared with staff;
 - b) reviewed and updated annually, and
 - c) submitted to the area office, Manager of Corporate Security and the Chief Superintendent Office.
- 13) The emergency response plan must include details specific to the school site with provisions for:
 - a) those who are unable to vacate the building quickly;
 - b) the safe care of students, following an evacuation; and
 - c) communication of the evacuation plan to substitute staff, volunteers and other guests in the building.

**Emergency
Response Plan**

**Role of the
principal**

- 14) The principal must ensure that the following emergency procedures practice records are kept:
 - a) the type of emergency procedure practice;

- b) the date and time of the emergency procedure practice; and
 - c) any explanatory comments.
- 15) The principal must ensure that all staff and volunteers at the school are informed regarding action to be taken in the event of an emergency procedure practice or actual emergency including:
- a) location of fire alarm stations, fire extinguishers;
 - b) the use of an attendance system to ensure all students and staff are accounted for; and
 - c) provisions for students with complex needs.

Fire drills

- 16) Fire drills must be held six times per year.
- 17) Notwithstanding section 16, instances where an unscheduled fire alarm has been activated and the building has been evacuated during the school day will be considered a fire drill, to a limit of one per day.
- 18) The first fire drill must be held:
- a) within one month of the school opening or by September 15, whichever date comes first for modified calendar schools; or
 - b) by September 30 for traditional calendar schools.
- 19) Two additional fire drills must be held prior to December 15.
- 20) Three fire drills must be held between January 1 and June 15.
- 21) Fire drills must be held
- a) at different times during the school day;
 - b) under various weather conditions;
 - c) using alternate evacuation routes and procedures;
 - d) using different pull stations to activate the fire alarm; and
 - e) one fire drill must be held while the principal is away from the school.

- 22) Once evacuated, there shall be no re-entry of the facility by staff or students unless directed by the Fire Department official in charge or principal or designate.
- 23) Upon completion of the fire drill the fire alarm system must be reset by the facility operator.
- 24) Any fire alarm that is not a scheduled fire drill must be treated as an emergency and the principal or their designate must:
 - a) evacuate the building;
 - b) call 911; and
 - c) contact the Area Director.

Lockdowns

- 25) Schools must conduct two lockdown practices annually.
- 26) The first lockdown practice must be held between the first instructional day of a new school year and December 15.
- 27) The second lockdown practice must be held between January 1 and June 15.
- 28) Lockdowns must be conducted at different times during the day.
- 29) The principal shall ensure that all lockdown practices are conducted in the presence of a member of the Calgary Police Service.

Reporting fires

- 30) If a fire occurs, regardless of the size of the fire:
 - d) sound the fire alarm;
 - e) evacuate the building;
 - f) call 911; and
 - g) contact the Area Director.
- 31) Notwithstanding section 30, if the fire is very small, and if it is safe to do so, a staff member may extinguish the fire.
- 32) Every fire, no matter how small, must be reported by the principal or designate to the Area Director.
- 33) A Calgary Fire Department Official must reset a fire alarm that has been activated in any instance that is not a scheduled drill.
- 34) The principal must contact the CBE Security Monitoring Centre after a fire alarm has been reset and advise of the false alarm or actual fire.

- 35) If a fire occurs, Facility Operations will assist the Fire Department in locating gas and power services.

7 | History

DATES	
Approval	June 13, 2001
Revision/Review Dates	February 15, 2003 June 10, 2012 April 2018

8 | Related Information

- Alberta Fire Code 2014,
- School Act, RSA. 2000. cS-3
- Alberta Education Emergency Planning
- Major Unforeseen Events Protocol