

**BURNABY**  
SCHOOL DISTRICT 41

# POLICY STATEMENT

POLICY NUMBER:

**3.35.00**

*developed by the Board of School Trustees of School District 41 – Burnaby  
in accordance with established procedures for policy development.*

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**POLICY TITLE: EMERGENCY EXIT DRILLS**

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**Date Adopted:** 1979-03

**CROSS REFERENCE(S)**

**Date(s) Revised:** 1992-02

**Statutory :** S.R. 5 (7); I.H.S. Reg. 8.40 (2)

**Other:** Policy 3.45.00

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**PREAMBLE**

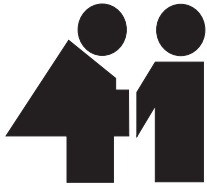
In emergencies, the safe and speedy evacuation of a school building is essential. Successful evacuation is dependent upon a practical plan practised often enough that it will be followed in cases of real emergency. As in any emergency, it is recognized that all staff members have a responsibility for the care and safety of students.

**POLICY**

**PRINCIPALS SHALL TAKE THE STEPS NECESSARY TO MAINTAIN AND REVIEW EXISTING PLANS FOR DRILLS AND, WHERE DEEMED ADVISABLE, TO MODIFY SUCH PLANS. DRILLS SHALL BE PRACTISED UNDER A VARIETY OF CONDITIONS OFTEN ENOUGH THAT IN REAL EMERGENCIES THEY WILL BE FOLLOWED AUTOMATICALLY. PRINCIPALS SHALL ALSO TAKE THE NECESSARY STEPS TO SEE THAT ALL STUDENTS AND STAFF ARE APPRISED OF THE RATIONALE UPON WHICH THE EMERGENCY EXIT DRILL HAS BEEN DEVELOPED.**

**OBJECTIVES**

1. To ensure that a safe and speedy evacuation of the school is accomplished in real emergencies.
2. To train children to behave in a disciplined fashion in other emergencies they may have to confront in their lives.



# ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

**3.35.01**

**BURNABY**  
SCHOOL DISTRICT 41

*established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.*

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## REFERENCE POLICY TITLE: **EMERGENCY EXIT DRILLS**

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**CROSS REFERENCE(S)**

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### POLICY

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### ADMINISTRATIVE REGULATIONS

#### A. General Emergencies

1. Principals shall review emergency exit drill regulations annually to ensure that they are appropriate for current conditions and shall revise them as needed.
2. Emergency exit drills shall include alternate routes of egress.
3. Emergency exit drills shall be practised on at least six different days under a variety of circumstances at reasonable intervals throughout the school year.
4. Special provision in emergency exit drills shall be made by delegating responsibility for the evacuation of handicapped or disabled persons.
5. In an elementary school a space on the school grounds shall be allocated for each class during an emergency exit drill.

6. Teachers shall carry a class registry document (register, seating plan, class list, etc.) for the class under their jurisdiction at the time of the alarm.
7. All members of staff and all students shall remain at least fifteen metres from all buildings until the “all clear” alarm bell is sounded.
8. Emergency exit drills shall include provision for checking of all washrooms and health rooms.
9. All fire alarm systems and fire fighting equipment in schools shall be maintained in proper working order. Fire alarm systems shall be checked once a week.
10. Evacuation procedures shall be posted in a notice of standard format in each classroom and other rooms frequented by staff and/or students. The procedures shall be specific to each location and clearly indicate two separate and isolated means of egress.

## **B. Earthquake Emergencies**

1. Principals shall maintain emergency supplies in an easily accessible location.
2. The custodian will check and, if necessary, turn off gas, electricity and water.
3. Zone stewards will act as a search and rescue squad to assist trapped or injured persons.
4. The first aid team will collect the first aid equipment and establish a first aid station.
5. Principals, in consultation with Emergency Officers and School District officials, will decide whether school will resume or will be closed. In the event of closure, students will be dismissed at the discretion of the school and district administration.
6. A list of injured persons will be compiled and, whenever possible, parents will be contacted.
7. Principals shall maintain an earthquake preparedness school site plan, to be updated annually and sent to the Superintendent or designate.
8. Principals shall inform parents of the schools’ emergency plans and procedures for students who are not retrieved by parents or guardians. In this regard, parents shall be asked to complete an earthquake emergency release form.
9. In addition to the above, the district shall circulate to schools an earthquake emergency plan.
10. The Superintendent shall establish an Emergency Preparedness Advisory Committee which will review and make recommendations, on a regular basis, regarding the various policies and practices with respect to emergency preparedness.
11. The school district shall cooperate with the municipality with respect to the Burnaby Emergency Social Services Plan.