



RE: MONTHLY EMERGENCY DRILLS REPORT

To: **Kelly Kinghorn, Health & Safety Manager**

Fax: **(250) 748-2739**

From: (Site) _____ Date: _____

PRINCIPAL:

Please complete and return this fax to the Health & Safety Department on the **1st of every month for the previous month**. Call Price's Monitoring (1-888-817-8415) **before** you have a drill, also call the Operations Office to let us know (748-0338). Additional comments may be submitted on a separate page and included with this fax.

School District Policy 2515 (d) "Practice emergency drills are to be conducted on a regular basis for students and employees to implement their evacuation from the facility/bus without difficulty."

NOTE:

- Provincial Fire Act requires:** 3 fire drills from **September to December** AND 3 fire drills from **January to June**
- Earthquake Drills:** 2 drills – Sept-Jan 1 drill – Feb-Jun
- Lockdown Drills:** 1 drill – Sept-Dec 1 drill – Jan-Jun

Have you had any emergency drills since last month?

YES please indicate below the dates, length of evacuation time, and type of drill for each practice held during the last month.

<u>Date</u>	<u>Evacuation time</u>	<u>Type of emergency drill</u> (Fire / Earthquake / Lockdown)
_____	_____	_____
_____	_____	_____
_____	_____	_____

NO please indicate below the date of your **last** emergency drill(s).

Date _____ Type of drill _____

Date _____ Type of drill _____

Principal's Signature: _____