EMERGENCY DRILL REPORT

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| **To:** Mary Jo Wilson, Health & Safety Manager | Email: healthsafety@sd79.bc.ca |
| **From (Site):** | **Date:** |
| **Completed by:** | **Title:** |
| **PRINCIPAL/ADMINISTRATOR:*** Please complete this form**, scan & upload** your record to Emergency Drill Folder on Teams.
* Open the **Emergency Drill Log using the Excel App** and enter the drill date in the appropriate column.
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| ***LEGISLATED, RECOMMENDED & MINISTRY OF EDUCATION ENDORSED REQUIREMENTS:**** **BC Fire Code:** Six fire drills during the school year
* **BC Earthquake Alliance Recommendation:** Three earthquake drills during the school year
* **RCMP Recommendation:** Two lockdown drills per school year
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| **Best Practice**: Practice drills with local First Responders and include them in debriefing sessions.**Best Practice**: Incorporate and integrate emergency drills into learning experiences in ways that increase student understanding and capacity across the curriculum. |
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| **Drill Start Time:** | **End Time:** | **Duration:** |
| *Check all that apply* |  |  |
| **Type of Drill** | **Notification/Alert Method** | **Weather Conditions** |
| * Fire / Evacuation
* Earthquake
* Lockdown
* Other:

  | * Bell / Buzzer / Alarm
* Intercom
* Voice Notification
* Phone
 | * Above 0° C
* Below 0° C
* Wet
* Dry
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| **Participants** | **Problems Encountered** |
| * Principal
* Employees/Staff
* Students
* Other:
 | * Congestion in hallways
* Notification not heard
* Staff unsure of response
* Students unsure of response
* Persons not accounted for
 | * Weather related problems
* Evacuation problems
* Doors blocked
* Other:
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| **Recommendations for improvement:** |
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| NOTES: |
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