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. | | | |
| ***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 | | | |
| **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: |
| **Recommendations for improvement:** | | | |
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