

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 313 – Emergency Evacuations</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87, 175</i>	
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### **Background**

The Division recognizes its responsibility to employ all possible means to best ensure the safety and welfare of students. All schools shall have procedures in place in the event of an emergency that necessitates the evacuation of the facility.

### **Procedures**

1. The Principal is responsible for establishing, in accordance with legislative and code requirements, and in consultation with the local fire department, and implementing a program and procedures to ensure prompt and orderly evacuation of the school in the event of an emergency.
2. This program will include as a minimum:
  - 2.1 The development on an annual update of written school evacuation procedures.
  - 2.2 The posting of primary and secondary evacuation routes in each room.
  - 2.3 Periodic drills to train staff and students on evacuation procedures.
  - 2.4 Periodic reviews with staff and students of evacuation procedures.
  - 2.5 A detailed record of all evacuation drills held, including dates, times, problems experienced, and the follow-up actions taken in the event that problems were identified.
3. School staff will cooperate fully with local fire authorities to ensure the fire department requirements and inspection recommendations are posted and implemented in a forthright manner.