

**B. C. CHRISTIAN ACADEMY
EARTHQUAKE DRILL PROCEDURES**

SUBJECT: Earthquake Drill Procedures	EFFECTIVE: October 31, 1997	PAGES: 2 [1 of 2]
DEPARTMENT: All Staff	REVISED: September 4, 2004 Sept 30, 2016	APPROVED BY: Administration

During the Earthquake:

1. The EARTHQUAKE drill will be announced over the PA or in other methods.
2. The teacher will direct students to take cover:
 - Under desks or tables
 - Away from the windows
 - Facing away from glass
 - When under this shelter, sit with head close to knees and protect side of head with arms
3. Remain under the shelter for sixty (60) seconds. Earthquakes rarely last longer than this. To reduce panic and focus attention, all those involved should count aloud and in unison to 60.
4. After the first initial shock and things have settled down, staff and students should evacuate the building when it is safe to do so. They will meet on the gravel field behind the school for an attendance check. The teacher should take with him/ her the class register and the same procedures as in a fire drill will follow. Once outdoors, students and staff should report to the predetermined areas and remain there until notified that they may re-enter the building or pupils have been picked up by parents or other authorized persons.

Special Circumstances:

In Halls, Stairways, Gymnasium or places where no cover exists:

5. Move to the interior wall.
6. Kneel with back to wall, place head close to knees, clasp hands behind neck and cover side of head with arms.

In Libraries:

7. Move away from where books and bookshelves may fall.
8. Take appropriate cover.

If Outdoors:

9. Move to an open space (away from buildings, trees, power-lines and other hazards).
10. Assume drop position until quake is over.

Discuss these procedures with your class and review regularly.



BC CHRISTIAN ACADEMY FIRE DRILL PROCEDURES

SUBJECT: Fire Drill Procedures	EFFECTIVE: October 31, 1997	PAGES: 2 [1 of 2]
DEPARTMENT: All Staff / Students	REVISED: September, 1998 September 30, 2016	APPROVED BY: Administration

1. Students are to line up quietly in single file and await further instructions from their teachers.
2. Students are to line up at their classroom door.
3. Doors and windows are to be shut when possible while students are lining up
4. The last student out of the room should shut the door.
5. Teachers will LEAD their classes out of the classroom. Registers must be taken outside during fire drills to ensure that an accurate attendance check may be taken once you students have cleared the school building.
6. Please refer to your FIRE EXIT map for the correct route out of the building. If your class is being instructed in rooms other than their regular classroom, review appropriate exits and routes routinely.
7. Students in the hallways or washrooms will leave the building by the nearest outside exit and rejoin their teacher and classmates. Students in the gym will go out with the P.E. teacher and the classroom teacher will come to the class. Students in the Resource Room or E.S.L. room will go out the nearest exit but will go to join their class using the safest route.
8. The first two students to reach the exit doors will hold them open for the other students until all classes are outside. After the classes using that door are outside, the two students will rejoin their teacher.
9. While lined up, the teachers will take a headcount, and notify the Principal of he names of any unaccounted for students. A REPORT IS ALSO TO BE MADE IF ALL STUDENTS ARE PRESENT.
10. All will meet outside on the gravel field behind the school. Students will remain outside with their teachers in class groups until the school bell is rung to re-admit them to the school. Students will re-enter the building in a quiet and orderly manner.
11. In the event of unusual circumstances such as an exit being blocked, the teacher will seek the best alternative route to have the students leave the building as quickly and safely as possible.
12. The principal will send a runner to the front of the school building to give a report to the fire chief

