



COVID-19 Protocol 10

Mandatory Emergency Procedures Drills

The health and safety of all individuals is of utmost importance. All staff and other entrants shall adhere to the following protocol and are to report any unsafe behaviour or violation of this protocol to their Supervisor immediately. Any questions regarding this protocol shall be directed to their supervisor.

Scope

This protocol applies to School Administration, Building Managers, and Staff.

1.0 General Requirements

- 1.1** Provincial and Board required drills are still to be conducted with a frequency determined through Board Emergency Policy and Procedures.
- 1.2** These drills shall be done while maintaining the integrity of the cohort.
- 1.3** In the event of an actual Emergency, safety of all occupants will over rule Covid-19 precautions until such time occupants are safe. At that time, Covid-19 precautions will immediately be re-instated.
- 1.4** Fire Safety Plans may need to be updated to include wedged doors and the process established by the school for removal of those wedges.
- 1.5** School Administrators shall witness drills involving individual classroom participation to ensure the integrity the drill has been conducted.

2.0 Fire Drills

- 2.1** Three (3) Fire Drills will be conducted in Fall and in spring. For Adapted Learning models, each cohort will be required to complete all drills.
- 2.2** Drills will be conducted in a usual manner with physical distancing implemented once evacuated.
- 2.3** All personal protective equipment and face coverings shall be worn during the entire drill.
- 2.4** On evacuation of the room, the instructional staff shall ensure that doors and windows are closed.
- 2.5** In the event a staff member see a door left open, they will ensure the room is empty and close the door.

3.0 High Wind Drills

- 3.1** One (1) High Wind Drill will be conducted in each the Fall and Winter Semesters.
- 3.2** Single Classrooms shall perform the drill at a time to determine their placement within a school and practice the proper positioning once there.

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- 3.3 All mandated personal protective equipment and face coverings shall be worn during the entire drill.
- 3.4 On evacuation of the room, the instructional staff shall ensure that doors and windows are closed.

4.0 Lockdown Drills

- 4.1 One (1) Lockdown Drill will be conducted in each the Fall and Winter Semesters.
- 4.2 Single Classrooms shall perform the drill at a time to determine their placement within the classroom and practice the proper positioning once there.
- 4.3 All mandated personal protective equipment and face coverings shall be worn during entire drill.
- 4.4 On announcement of the drill, Instructional staff will direct students to appropriate area, secure the door(s) to the room, and cover windows.

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