Emergency Drills Policy & Procedure

At Flex Academy, we value the safety of staff and students. We practice fire, earthquake and lockdown procedures each year to help keep us prepared in the case of an emergency. Staff are trained on Safety Procedures at the beginning of each year and drill-specific detailed training is reviewed again in the spring.

Drill Type and Frequency:

- Earthquake Drills - 3x per year (See document ShakeOut BC)
- Fire drills - 6x per year
- Lockdown Drills - 3x per year
- Hold/Secure Drills - 3x per year

Earthquake Safety

DROP, COVER, HOLD ON

- When an earthquake occurs, your first warning may be a swaying sensation if you're in a building, a sudden noise or roar. Next, vibration, quickly followed by rolling up, down, sideways, or rotating. It may last a few seconds or could go on for a few minutes. Be prepared for aftershocks as well.
- We can't prevent an earthquake, but we can:
  - Be prepared to minimize injury
  - Be prepared to minimize damage to your home
  - Be prepared to survive afterwards for at least 72 hours without help
- Flex participates in the Shakeout safety drill three times per school year. During these drills, students learn about safe and dangerous places to go during an earthquake:
  - Safe: under heavy tables or desks, inside hallways, corners of rooms or archways
  - Dangerous: near windows or mirrors, under any objects that can fall, the kitchen – where the stove, refrigerator or contents of cupboards may move violently, and doorways – because the shaking may slam the door on you.
- When Flex participates in the Earthquake Drills we practice the following steps:
  1. Drop
  2. Cover - Students/staff to go under a table or desk
  3. Hold On - Students/staff to hold on to an item and cover the back of their head/neck and count to 60

Family Resources

ShakeOut BC Resources

Video: Making a Family Emergency Plan

BC Hydro 72 Hour Emergency Kit Tips

BC Government Prepare Your Home Tips

Fire Safety

Flex Academy is equipped with fire safety equipment as a first line of defence if a fire should occur on campus. Fire equipment includes equipment to both warn you in the event of a fire and help you extinguish a fire. These include the following:

1. Smoke alarms
2. Fire extinguishers
3. Carbon monoxide alarms
4. Sprinklers

Flex Staff and Admin will follow the Flex Academy Fire Drill procedures

During a Fire Drill:

- Calm Exit
- Doors Closed and Unlocked
- Lights Out
- Safety Locations
- Calling Names
- Fire Slips

Family Resources

National Fire Protection Association

Resources for kids: Sparky the Fire Dog

Office of the Fire Commissioner Links

Hold, Secure & Lockdown Procedures/Drills

Flex Staff & Admin will follow the Flex Academy Emergency Procedures.

Student and teacher preparedness in case of an emergency. Reminder to:

1. Front-load information to all involved prior to a drill to help prepare and keep everyone calm.
2. Restrict all student cell phone use to keep communication lines clear between you, teachers, and admin/directors as necessary. It is important for students not to utilize their cell phones for calls or for text messaging and to put their personal phones in “silent mode” during a lockdown situation.

Hold - Internal/Localized Situation (Ex. Altercation in the Hallway)

Hold Drills are localized and limited to certain areas.

1. Retrieve students from the area
2. Local doors closed but open for a knock
3. Business as usual in class
4. No changing classrooms in the localized area until 'All Clear' on Zoom

Secure - External Threat or Situation (Threat outside the buildings or close to the property)

1. Retrieve students from halls/outside and bring them into classrooms
2. Take attendance and report to the office on Zoom who is missing
3. External doors locked
4. Students can move between classrooms in localized areas but cannot change buildings
5. Do not evacuate if the fire alarm goes off. Wait for instructions.
6. Business as usual - no need to be quiet in class
7. Ends when first responders or admin dismiss in person or over Zoom
8. Admin/managers to escort students to the bathroom

Hold and Secure Communication

1. Staff Communication
    1. Zoom Call (will ring)
    2. Zoom alert message
2. Student Communication:
    1. Keep things running normally in class
    2. Minimal and calm communication
    3. Attendance sent to the office
3. Staff to await updates via Zoom

Full Lockdown Procedures

Internal Threat - Locks, Lights, Out of Sight

1. Retrieve Students from hallways or outside
2. If not in the classroom - staff to collect students and go behind the closest locking door
3. Silence and out of sight
4. Attendance and Zoom who you have with you and where you are
5. Doors don’t open for anyone
6. Don’t cover windows/door
7. Do not lock perimeter doors
8. Ends when first responders or admin dismiss in-person

Lockdown Communication

Staff Communication - Same as Secure

Student Communication

- Age appropriate
- Transmit Calm
- Older students - tell what is going on and why in a lockdown
- Manage student texting and tell students to tell their parents not to come to the school

Evacuation

1. In a Parent Facilitated Evacuation - Parents are contacted en masse, and teachers are given instructions on where to take students for a drive-thru pick-up
2. In a Staff Facilitated Evacuation - Students are to gather at Muster stations and walk to Willow Park Church or EnergyPlex Complex depending on the location of the threat

Emergency Management System

1. Flex will create an emergency management system in accordance with the Emergency Management Planning Guide

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