

## **Halifax Regional School Board Summary Report on Emergency Management Drill Compliance 2016-17**

### **Purpose**

To provide the governing board with a report outlining schools compliance with expectations related to the conducting of fire, lockdown, hold and secure, and re-location drills during the 2016-17 school year (Appendix A).

### **Background**

In November 2015, the Governing Board received a report from the *Office of the Auditor General*, detailing their findings after completing an audit of the Halifax Regional School Board.

Recommendations 3.7 of the report stated the following:

*... the Halifax Regional School Board should ensure that schools are conducting all required emergency drills.*

In response to this recommendation, management agreed to improve practices within the HRSB,

*...management agreed to strengthen systems to support the monitoring and reporting of emergency drills during the 2015-2016 school year and to include processes to ensure all schools are in compliance with legislation and board policy. Management will also develop strategies to support safe and effective emergency drills, in consideration of severe weather as we experienced during the winter of 2015.*

### **Content**

The *Nova Scotia Fire Safety Act* requires all schools and school boards to comply with the requirements of the *National Fire Code of Canada* which states: *in schools attended by children, total evacuation drills shall be held at least 3 times in each of the fall and spring school terms.* The Halifax Regional School Board's Fire Safety Policy F.006 further requires that *the first fire drill shall be held within the first week of the fall term, followed by two more drills evenly distributed between this time and the end of the fall term. The same sequence shall occur following the start of the spring term.*

Schools are also required to practice one re-location drill (actual or tabletop), 2 lockdown drills, and 2 hold and secure drills. The first lockdown drill must be held within the first month of the fall term.

School Administration supervisors provide guidance, timelines, and monitoring of the completion of practice drills at schools. Principals report on dates and the successful completion of drills at periodic times throughout the school year. An electronic database houses information about each school's drill completion. Dates for drills to be held are set for schools in the Principal's Calendar, the Principals to-do List, and the Emergency Management Planning electronic database.

### **Funding Details**

N/A

### **Timeline**

N/A

## Appendices

Appendix A

## Recommendations

That the Governing Board accept this report for information.

## Communications

AUDIENCE	RESPONSIBLE	TIMELINE
Governing Board	Susan Tomie	September 13, 2017

## Contact

*For further information, please contact* Susan Tomie, Director, School Administration, [stomie@hrsb.ca](mailto:stomie@hrsb.ca), (902) 464-2000 ext. 2275.

## Halifax Regional School Board Summary Report on Emergency Management Drill Compliance 2016-2017



The database housed in MyHRSB provides detailed information about each Emergency Drill (listed below) for all schools in the Halifax Regional School Board. It includes an electronic signature from the school administrator confirming drill completion. In addition, all schools provided documented evidence of drill completion in a scanned copy of their Fire Drill Record from the Fire Safety Plan Systems Maintenance Log.

Drill/Procedure	Level of Compliance (135 schools)
Fire Drill # 1 (September 8 - 15, 2016)	135 of 135 – 100%
Fire Drill # 2 (October 3 - 7, 2016)	135 of 135 – 100%
Fire Drill # 3 (October 31 - November 4, 2016)	135 of 135 – 100%
Fire Drill # 4 (April 10 - 13, 2017)	135 of 135 – 100%
Fire Drill # 5 (May 8 - 12, 2017)	135 of 135 – 100%
Fire Drill # 6 (June 5 - 9, 2017)	135 of 135 – 100%
Lockdown Drill #1 (September 9-13, 2016)	135 of 135 – 100%
Lockdown Drill #2 (February 13-25, 2017)	135 of 135 – 100%
Hold and Secure Drill (September 26-30, 2016)	135 of 135 – 100%
Relocation Drill (by September 30, 2016)	135 of 135 – 100%