



## EMERGENCY PREPAREDNESS POLICY

Policy Type: Administrative  
Applies To: All Staff, Students, Site Visitors  
Approved By: Lead Principal  
Policy Reviewed: every 4 years  
Adopted: 2024  
Revisions:

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### PURPOSE:

Maple Ridge Christian School adopts policies and puts procedures in place that emphasize prevention and forethought when considering potential emergency situations. Procedures for coping with emergencies must be flexible as there are many types of emergency situations that could require evacuation: fire, bomb threat, civil emergencies, and natural disasters. There are also countless emergencies that can adversely impact the school community and how staff and parents respond to them will affect the recovery process for all involved.

Because no two instances are identical, emergency plans must anticipate a variety of situations and conditions that will differ from building to building. An annual review of the materials must be completed by an emergency response team, appointed by the Lead Principal, to ensure that the information provided to staff is accurate and that resources and supplies are readily available and in good condition.

### PROCEDURES:

MRCS Administration will ensure that there is an Emergency Response Team composed of staff from various divisions who meet regularly through the school year to review the emergency procedures and review each drill.

As per Ministry of Education requirements, MRCS administration will ensure the completion and documentation of the following drills each year:

1. 6 fire drills and 3 earthquake drills are conducted each year to ensure safe and prompt evacuation of the building in case of an emergency.
2. The school will put in effect 2 lock down drills per year to ensure student safety when a perceived or real imminent threat occurs.



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- a. This includes lockdown, hold and secure, and shelter in place procedures.

Details for each of the procedures are noted in the following policies: Emergency Procedures at a Glance; Before an Earthquake; During and After an Earthquake; Fire Drill Procedures; Hold and Secure Procedures; General Procedures in a Crisis; Student Release Procedures.

### RESPONSIBILITIES:

The Emergency Response Team will meet at least 4 times per school year to review the emergency response procedures for the school. The Team will also meet after each unscheduled evacuation to review processes and procedures.

The Emergency Response Team must comprise of:

- Lead Principal
- Staff member from educational support services
- Two Staff members with at least Level 2 First Aid Training
- Two members of the Office staff
- Other staff as deemed necessary by the Lead Principal

### REFERENCES:

Emergency Procedures at a Glance; Before an Earthquake; During and After an Earthquake; Fire Drill Procedures; Hold and Secure Procedures; General Procedures in a Crisis; Student Release Procedures.

[SCSBC: Responding to a School Emergency: Emergency Handbook](#) (available on Google Drive)

[Emergency Management Guide](#) (MoE)