



4401 EMERGENCY PREPAREDNESS POLICY

Policy Type: Administrative
 Applies To: Board Directors, All Staff, Students, Visitors
 Approved By: LCS Head of Schools
 Policy Reviewed: every 2 years
 Adopted: 11 2019
 Revisions: 2021
 2022
 2023

1. LCS Administration will ensure the maintenance of an Emergency Preparedness Committee comprised of administrative and operations staff who annually review and update the campus-based Emergency Planning Manual and who are responsible for staff training. The committee will report annually to the Board Finance and Risk Management Committee.
2. Frequency: As per Ministry of Education requirements, LCS 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.

SCHEDULED DRILLS 2023-2024

Elementary Campus

Fire Drills	Earthquake Drills	Lock Down Drills
Tuesday, September 19, 2023	Thursday, October 19, 2023	Friday, November 3, 2023
Wednesday, September 27, 2023	Monday, March 4, 2024	Tuesday, December 5, 2023
Monday, November 20, 2023	Wednesday, May 1, 2024	
Tuesday, February 6, 2024		
Wednesday, March 6, 2024		
Tuesday, May 14, 2024		

Middle Campus

Fire Drills	Earthquake Drills	Lock Down Drills
Friday, September 22, 2023	Thursday, October 19, 2023	Thursday, December 14, 2023
Friday, October 27, 2023	Thursday, February 8, 2024	Monday, April 8, 2024
Tuesday, January 23, 2024	Tuesday, May 21, 2024	
Wednesday, March 13, 2024		
Thursday, May 2, 2024		
Wednesday, June 5, 2024		

High Campus

Fire Drills	Earthquake Drills	Lock Down Drills
Friday, September 22, 2023	Thursday, October 19, 2023	Thursday, December 14, 2023
Friday, October 27, 2023	Thursday, February 8, 2024	Monday, April 8, 2024
Tuesday, January 23, 2024	Tuesday, May 21, 2024	
Wednesday, March 13, 2024		
Thursday, May 2, 2024		
Wednesday, June 5, 2024		