



4401 EMERGENCY PREPAREDNESS POLICY

Policy Type: Administrative
Applies To: All Staff, Students, Visitors
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 11 2019
Revisions: 08 2021
08 2022
08 2023

In alignment with BC Ministry of Education requirements, Langley Christian School is committed to safeguarding students, staff, and visitors through proactive emergency preparedness. Regular drills, annual policy reviews, and the work of the Emergency Preparedness Committee ensure that the school community is equipped to respond quickly and effectively to emergencies, fostering a safe and secure learning environment.

POLICIES:

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:
 - (a) 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.
 - (b) 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 2025-2026

ELEMENTARY CAMPUS

| Fire Drills | Earthquake Drills | Lock Down Drills |
|--------------------|-------------------|-------------------|
| September 18, 2025 | October 17, 2025 | November 3, 2025 |
| September 30, 2025 | March 6, 2026 | December 10, 2025 |
| November 18, 2025 | May 4, 2026 | |
| February 3, 2026 | | |
| March 12, 2026 | | |
| May 13, 2026 | | |

MIDDLE CAMPUS

| Fire Drills | Earthquake Drills | Lock Down Drills |
|--------------------|-------------------|-------------------|
| September 25, 2025 | October 16, 2025 | November 3, 2025 |
| October 22, 2025 | December 2, 2025 | February 10, 2026 |
| November 18, 2025 | May 5, 2026 | |
| March 10, 2026 | | |
| April 29, 2026 | | |
| June 2, 2026 | | |

HIGH SCHOOL CAMPUS

| Fire Drills | Earthquake Drills | Lock Down Drills |
|--------------------|-------------------|-------------------|
| September 25, 2025 | October 16, 2025 | November 3, 2025 |
| October 22, 2025 | December 2, 2025 | February 10, 2026 |
| November 18, 2025 | May 5, 2026 | |
| March 10, 2026 | | |
| April 29, 2026 | | |
| June 2, 2026 | | |

Reviewed: 09 2025