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, 2026	October 15, 2026	November 3, 2026
October 13, 2026	March 5, 2027	January 20, 2027
November 30, 2026	May 4, 2027	
February 4, 2027		
March 11, 2027		
May 12, 2027		

MIDDLE CAMPUS

Fire Drills	Earthquake Drills	Lock Down Drills
September 28, 2026	October 15, 2026	December 7, 2026
November 18, 2026	February 9, 2027	April 7, 2027
January 14, 2027	March 1, 2027	
March 9, 2027		
May 7, 2027		
June 1, 2027		

HIGH SCHOOL CAMPUS

Fire Drills	Earthquake Drills	Lock Down Drills
September 29, 2026	October 15, 2026	November 3, 2026
October 22, 2026	January 13, 2027	February 9, 2027
November 17, 2026	May 12, 2027	
March 10, 2027		
April 22, 2027		
June 1, 2027		

Reviewed: 10 2026