



**Emergency Planning Policy**  
**Vancouver Island School of Innovation and Inquiry**  
**May 2021**

**RATIONALE**

To ensure the safety and well-being of the students and employees of Vancouver Island School of Innovation and Inquiry (“VISII” or “the school”) in the event of an emergency.

While most emergencies cannot be predicted, they can be anticipated and planned for in a way that learners and staff are prepared to respond as safely as possible.

**POLICY**

The school will develop and maintain emergency plans that outline reasonable measures to ensure the safety and welfare of learners in the event of emergency situations. The Principal of the school has the prime responsibility for developing a school emergency plan and for informing staff about emergency procedures and their respective roles in an emergency. The Principal may consult with staff and other members of the school community when developing or updating these procedures.

In addition to plans for emergency situations, learners and employees shall practice emergency procedures that can be done through safety drills as follows:

- **Fire drills:** 6 drills per year
- **Earthquake drills:** 3 drills per year
- **Lock-down (Safe Zone) drills:** 2 drills per year

NOTE: Drills will be conducted separately as a school, and also as a whole building (**Harlan Sanders Centre for the Family**). The Harlan Sanders Centre for the Family building management holds regular drills throughout the year. This ensures that the school’s safety evacuation plan is in harmony with the evacuation plan for the larger building.

VISII will also participate in any drills conducted by the Cridge Centre for the family as a whole.

The Principal will review the school’s emergency plan annually and update as deemed necessary.

**\*See also the Emergency Management Plan for the Vancouver Island School of Innovation and Inquiry.**

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Epiphyte Educational Society

Adopted: 2021-12-08

Revised: 2021-12-05