

# TRAINING



## 29.0 - Training and Exercising the Plan



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All schools understand the importance of training, drills, and table top exercises in maintaining and planning for an incident. To ensure that divisional personnel and community emergency responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill and exercise actions will occur. School officials will coordinate training efforts with guidance from the fire department and police department.

Basic training and refresher training sessions will be conducted as per legislative requirements for all staff in coordination with local fire, law enforcement and emergency managers.

School emergency response plan training includes:

- ☐ Orientation to the School Emergency Response Plan provided.
- ☐ First aid and CPR.
- ☐ Team training to address specific incident response or recovery activities such as Family Reunification.
- ☐ Practice drills. Drills will be conducted:
  - Fire drills – 10 times per year including during cold weather
  - Evacuation drills
  - Lockdown drills – minimum twice per year (once per semester)
  - Tornado drills – minimum twice per year.
- ☐ Records of the training provided including date(s), type of training and participant roster must be maintained.
- ☐ Approved parent volunteers and community members will also be incorporated into larger training efforts.
- ☐ All [school name] staff members are encouraged to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.