

#107844

EBCB

EVACUATION / FIRE DRILLS

Evacuation/Fire drills shall be the responsibility of the Principal or designate.

To ensure the safety of students and staff in case of fire, three things are essential:

1. Fire alarm and fire escape systems are in good working order, with full knowledge by the staff of how to use them.
2. A definite procedure to be followed in case of fire has been communicated to all staff and students.
3. Adequate drill to ensure prompt and certain action when an alarm is given.

The following regulations will govern the practice of the schools in these matters:

FIRE ALARMS AND FIRE ESCAPES

1. All members of the teaching and custodial staff must be familiar with the exact location of fire alarm stations in their respective schools and must know how to turn in an alarm in case of fire and how to proceed subsequently.
2. An auxiliary system (i.e. hand bells) must be provided in case the automatic fire alarm system fails.
3. The fire alarm system must not be used for any purpose other than fire drills or alarm in case of fire. The fire alarm system must be tested by the caretaker weekly (within the school) and monthly (in conjunction with exterior alarm service) in accordance with the caretaker's handbook.
4. The caretaker must examine fire escapes and exits each morning before school assembles and see that all doors open freely and that all platforms and stairs are cleared of ice, snow and other obstructions.
5. The principal shall, at the beginning of the school term, make provision for some other member of their staff to control fire drill in case of his/her

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absence and to assume all other duties of the principal in case of fire. Such person in a school should be familiar with the general regulations regarding fire and the supplementary regulations for the school in which he/she is acting.

6. Special attention should be given to beginning students, to students with special needs, and to students enrolled in visiting classes.
7. Some person or persons should be delegated to see that every room is emptied (including cloak-rooms, washrooms and basements).
8. Principals should develop a contingency plan in the event that an alarm sends students outside in very cold or adverse weather. THERE MUST BE NO STOPPING FOR COATS but Principals must have a plan for sending students to neighbouring homes or public buildings after attendance is checked.

PROCEDURE TO BE FOLLOWED IN CASE OF FIRE

1. Immediately after the discovery of a fire, the school alarm must be sounded. Automatic and manual fire alarms must be reported on telephone number "911".
2. All persons not engaged in directing the evacuation of the building or in extinguishing small or incipient fires shall leave the building, in accordance with the established fire drill procedure.
3. The custodial staff shall leave all exhaust fans operating, and be available to assist the fire department, if requested, to shut down equipment. Teachers shall shut off all gas valves and other equipment in their charge when fire alarm bell sounds.

PROCEDURE TO BE FOLLOWED IN CASE OF FALSE ALARMS

1. Following evacuation of the building, in cases of extreme weather, where it has been verified that a false alarm situation exists, the principal may, at his or her discretion, authorize student re-entry before clearance by fire department officials.

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2. In such cases the custodian may silence the alarm bells, but the fire alarm control panel shall not be re-set by the custodian until the attending fire chief has given their approval. In most cases the fire chief will reset the panel themselves.

PROCEDURES TO BE FOLLOWED DURING FIRE DRILLS

Under direction from the Principal, the caretaker (or other designated staff) shall notify the alarm service of the following:

1. That the school is going to have a fire drill within the next 5 minutes
2. That the school will call back to confirm proper operation of all systems.

Also see OP11002 – partially referenced.
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