


Administrative Procedures 171
Fire Drill and Evacuation Planning

	<p>External References:</p> <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 150, 151, 175, 231 • Fire Prevention Act, 1992 • National Fire Code 2010 	<p>Adopted: June 28, 2011</p> <p>Amended: July 9, 2013</p>
		<p>Internal References:</p>

Background

The Division is committed to providing a safe environment for students and staff, and to educating students and staff about emergency procedures related to fires.

Procedures

1. Fire Drill and Evacuation Plan

- 1.1 The Principal is to develop a detailed fire drill and evacuation plan for the school, and ensure that all students and staff members are fully informed of their duties and responsibilities.
- 1.2 The National Fire Code 2.8.3.2 Fire Drill Frequency mandates that “in schools attended by children, total evacuation fire drills shall be held at least three (3) times in each of the fall and spring school terms”.
- 1.3 Fire Drill Preparation
 - 1.3.1 A map of the school/building is to be posted in each room or area showing the exit route.
 - 1.3.2 If the building has stairs that prevent people in wheelchairs from exiting safely, an “Evacu-trac” will be used to assist in evacuation.
 - 1.3.2.1 Staff in these situations must be trained in the use of the “Evacu-trac”.
 - 1.3.2.2 The Facilities Supervisor will determine the suitability of an “Evacu-Trac” in a Division building.
- 1.4 Fire Drill Practice
 - 1.4.1 Each teacher/class grouping will have a designated meeting place outside of the school.
 - 1.4.2 Support staff may be assigned to accompany specific students or class grouping.
 - 1.4.3 When an alarm sounds students will line up single file and proceed according to the exit route of the room they are in to their assigned meeting place.
 - 1.4.3.1 Teachers must be aware of alternate routes if the usual route is obstructed. A window must not be considered an exit unless there is absolutely no other choice.
 - 1.4.4 Students are to exit the building quickly, quietly and in an orderly fashion.
 - 1.4.5 Teachers are to have class list/register information with them.

- 1.4.6 The Principal is to bring other attendance information – sign out book and the school emergency kit.
 - 1.4.7 The teacher is to ensure that the lights are turned off and the door is unlocked and closed. This indicates to a firefighter that the room is empty and minimizes the spread of smoke and fire.
 - 1.4.8 Once students and staff have reached their assigned place outside, attendance will be taken. A pre-arranged signal (teacher's hand up to indicate everyone is present) shall inform the Principal or designate the result of the attendance.
 - 1.4.9 Staff and students are to wait for the signal to return to school and calmly return to class.
- 1.5 Fire Department Liaison
- 1.5.1 The local Fire Department is to be contacted to do a walk-through of the building, and may want to be involved in a fire/evacuation drill.
 - 1.5.2 A floor plan of the school with the Material Safety Data Sheet (MSDS) documentation regarding hazardous substances (chemistry lab, cleaning supplies) and master keys are to be available for firefighters.