

## Administrative Procedure 105

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Revised: October 27, 2021

# FIRE DRILLS AND FIRE PREVENTION

## Background

In the event of a fire, it is essential that students, staff and visitors evacuate the building as quickly and safely as possible. The purpose of a fire drill is to provide students with the opportunity to practice a quick and orderly exit from the school in the event of a fire or other emergency. It is also essential that every precaution be undertaken to prevent fires from occurring.

## Procedures

1. The Principal shall develop a detailed fire drill plan prior to the first day of school that will provide for the following:
  - 1.1 A designated person to notify the fire department and the posting of the telephone number near every telephone in the school.
  - 1.2 The orderly and prompt evacuation of all persons from the building.
  - 1.3 The provision of the necessary requirements for students in the gymnasium or the restrooms.
  - 1.4 The location to which students are to assemble during the fire drill.
  - 1.5 The designation of staff members to hold all exit doors open until all students and staff have passed.
  - 1.6 The designation of staff members to act as monitors and to check all areas of the school and to report when the evacuation is complete.
  - 1.7 The designation of staff members to close all doors following evacuation.
  - 1.8 A caretaker will attempt to shut down all ventilating systems when, and if, possible.
  - 1.9 The science room teacher shall turn off the gas in the science room.
2. The Principal shall ensure that all staff and students are made familiar with the fire drill plan during the first week of school.
3. The emergency evacuation map shall be posted conspicuously in the administrative office, in each classroom, in each staff room, in the caretaker's room and in each wing of the school.
4. Detailed instructions for the direction of students in a fire drill must be available in each room used for instruction and reviewed with the students.

5. There shall be a minimum of six fire drills in each school year, three per semester. Four (4) of the six (6) fire drills must be full evacuation fire drills. Personnel from the Fire Department must be informed and / or invited to be present for all evacuation fire drills.
6. The school will inform the Board Office that a fire drill is taking place by phoning the Office of the Superintendent prior to the beginning of the fire drill and once again when the fire drill is completed.
7. A record of all fire drills will be recorded on the form that is provided in Administrative Procedure 105A: Fire Drill Record.
8. After the fire drill is completed the Fire Drill Record form (See Administrative Procedure 105A: Fire Drill Record) must be forwarded to the Facilities & Safety Supervisor with a record kept at the school as well.
9. Fire drills shall be conducted at different times during the school day and during different activities.
10. The Principal shall undertake a fire prevention approach consisting of:
  - 10.1 Along with the caretaker, periodically inspecting the school to identify any possible fire hazards and reporting these to the Plant Operations Coordinator.
  - 10.2 Ensuring that items identified in the fire inspection report are corrected.
  - 10.3 Ensuring that flammable materials are properly stored.
11. The Principal shall immediately advise the Office of the Superintendent of each occurrence of a fire and provide all of the pertinent details.