

Administrative Procedure 105

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 showers.
 - 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 to shut down all ventilating systems.
 - 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 fire drill plan 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 shall be posted in each room used for instruction and reviewed with the students at least once a month.

5. There shall be a minimum of six fire drills in each school year, three of which shall be in the fall. A record of all fire drills will be recorded on the form that is provided in the Forms Manual.
6. Fire drills shall be conducted at different times during the school day and during different activities.
7. The Principal shall undertake a fire prevention program consisting of:
 - 7.1 The testing of the fire alarm system once a month and a record taken of the dates and times of the tests.
 - 7.2 Periodically inspecting the school along with the caretaker to identify any possible fire hazards and reporting these to the Secretary-Treasurer.
 - 7.3 Ensuring that items identified in the fire inspection report are corrected.
 - 7.4 Ensuring that flammable materials are properly stored.
8. The Principal shall immediately advise the Superintendent of each occurrence of a fire and provide all of the pertinent details.