

FIRE SAFETY

Background

The Director shall ensure that the Division complies with the requirements of the provincial and municipal fire safety legislation.

Procedures

1. It is the responsibility of the principal in each school to establish written procedures, including the duties of staff members, for the evacuation of each building in case of an emergency or fire drill.
2. The principal shall post in conspicuous places including classrooms, gymnasiums, labs, shops, and other common spaces throughout the school directions showing all school exits and the routes of egress from the building.
3. No entrance or emergency exit doors may be blocked, barred, bolted or locked in the area of the building being used.
4. All boxes, crates, and other containers used in any school or on school grounds shall be organized to provide clear access to and from the school and kept away from any source of fire.
5. The principal shall cooperate with the personnel from local fire departments regarding inspections and fire drills.
6. On the first day of school, the principal shall ensure their staff and students are advised of fire drill regulations.
7. The principal shall conduct a minimum of six (6) fire drills (three in the fall and three in the spring) at different hours of the day with or without advance warning and shall keep a record of the dates on which fire drills were conducted and the length of time necessary for evacuation.
8. Principals shall use discretion in holding drills during inclement weather.
9. The principal shall ensure that all staff and students leave the building when the fire alarm is sounded.
10. Students, staff members or other persons shall proceed to a pre-determined muster point outside the building and remain there until a check is made to account for everyone in the building.

11. Teachers are required to take a class list with them to assist with accounting of students.
12. All fire drill alarms shall be sounded on the fire alarm system.
13. In order that evacuees will not be returned to a building which is burning, the recall signal shall be one that is separate and distinct from and cannot be mistaken for any other signal.
14. The caretaker and the Facilities personnel shall ensure that fire extinguishers are of an approved type, in the appropriate location, and operative.
15. Outside fire escapes and exits shall extend to ground level and be kept free from ice, snow and other material which may interfere with their use.
16. The burning of combustible material on school property must be done in compliance with local fire regulations.
17. Combustible or explosive materials, flammable liquids or hazardous chemicals are to be securely stored in a manner which avoids fire hazard.
18. In an emergency arising from a fire hazard or risk of an explosion, the principal is expected to evacuate the building and may call upon the police and fire department to assist.
19. Flammable liquids and hazardous chemicals shall not be discharged into the sewer system.

Reference: Section 85, 175 Education Act
See also AP 165 "Safe Schools" for detailed emergency procedures

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