

STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> POLICIES AND GUIDELINES	PROPERTY SERVICES	VIII-A-2
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FIRE DRILLS

POLICY STATEMENT

The Strait Regional School Board recognizes the need for a planned program of fire drills to ensure a safe environment for students, employees, and all users of school facilities.

The Board therefore requires the compliance of all schools with the fire drill requirements of national, provincial and municipal fire safety regulations, including the provisions of the *Fire Prevention Act*, the *National Fire Code of Canada*, and such other regulations or directives as issued from time to time by the Office of the Fire Marshal.

It is the responsibility of the school principal to establish written procedures, consistent with these policies and guidelines, for the evacuation of each building in the case of an emergency or a fire drill.

GUIDELINES

1. Fire alarms shall be maintained so as to be audible in all parts of the school and shall be tested at least monthly by the head custodian. A record shall be kept of each test and the performance of the system.
2. The principal shall have posted in each learning space the exit route persons in that room are to follow during an evacuation.
3. During the first week of school, the principal shall advise the staff, pupils and other school users of fire drill procedures. A minimum of six (6) fire drills shall be held during the school year, with or without advanced warning. Two drills are to be held in the fall, two in the winter and two in the spring.
4. All fire drills shall be initiated with the fire alarm system.
5. During an evacuation, teachers shall place themselves in a position that will enable them to give students direction in the event that the designated exit route is blocked or unsafe to use.

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6. Teachers are required to take the register or class list with them to assist with pupil accounting.

6.1 All persons shall proceed to a predetermined point of safety and remain there until a check is made to account for everyone in the building.

6.2 Teachers are required to maintain order and discipline at all times during the evacuation procedures.

6.3 When teachers have completed their accounting of students, the principal shall be informed of the results of the accounting.

6.4 No persons shall return to the school until told to do so by the principal or principal's designate.

7. The principal shall keep a record of the dates on which fire drills were conducted, the length of time taken for evacuation, and any comments regarding areas of concern during the fire drill.

8. When students in wheelchairs are located on a floor other than the ground floor,

8.1 the person(s) responsible for their care will be informed in advance that there will be a fire drill.

8.2 the student will not be evacuated for the purpose of the drill but will be taken to a designated safe place on the floor and will be prepared for evacuation.

GENERAL

1. The principal shall collaborate with personnel from local fire departments regarding inspections and fire safety.

2. Fire extinguishers in schools shall be of an approved type, placed in appropriate locations, and operative.

3. Entrance or emergency exit doors shall not be blocked, barred or

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locked in any area of the building being used. Elevators shall not be used during fire drills.