

5.08 Fire Safety Plan

1. Rationale

In the event of a fire, it is imperative that all school personnel understand the steps to be taken to ensure the safety of students, staff and others in the building at the time.

2. Policy

- 2.1. In case of fire, the person discovering the fire shall notify the nearest employee of the school, all of who should be familiar with the operation of the fire extinguishers.
- 2.2. If in the opinion of the school employee, the fire is uncontrollable, he shall pull the fire alarm (if available) initiating the evacuation of the building.
- 2.3. In all cases of fire, the Fire Department is to be notified of the event so that they can inspect the premises and evacuate any smoke or fumes.
- 2.4. The school Secretary is to notify the fire department that a fire is in progress and the alarm is genuine.
- 2.5. During evacuation, the teacher is to be the last person leaving the room. The teacher will open the door and see if the prescribed exit route is safe. The teacher shall ensure that all students are out, the lights are off, and the doors are closed. The teacher is to take the class register upon exiting the class.
- 2.6. Teacher assistants will check the washrooms, the medical room and the closet areas then take their places outside of the school at the designated meeting area bringing with them any student they may find.
- 2.7. Office personnel shall close up office doors, and meet at the designated area.
- 2.8. All students evacuating the building(s) are to walk quickly and silently in single file to the nearest exit. They are to gather in the designated area for their class.
- 2.9. Teachers shall check attendance and report to the Principal (at the spruce tree) via a runner delivering a fire drill evacuation form. Under no circumstances is anyone to re-enter the building(s).
- 2.10. Students separated from their class (in the washroom or in Learning Assistance) must report to the Principal or Secretary (at the spruce tree).
- 2.11. Teachers on a prep period will meet their class at the class's designated area.
- 2.12. If a fire bell sounds during noon hour or whenever classes are not in session use the nearest exit and proceed to your designated area. Normal fire drill procedures are then in effect.
- 2.13. The Principal will initiate any further evacuation procedures if necessary. (e.g. Moving to an alternate location, calling for a bus, etc. No calls are to be made from the evacuated building.)
- 2.14. The Principal, in consultation with the Fire Department, will give permission to re-enter the building(s).
- 2.15. At the beginning of each school year the Principal shall review the fire safety plan with the school staff and ensure that each is familiar with the location and operation of the exits, extinguishers, and fire alarms.
- 2.16. A minimum of four fire drills shall be conducted each year, two in the fall semester, and two in the spring semester. The drills shall be conducted with and

without warning to the staff and/or students, and on different days of the week and at different times. A record shall be kept of the drill which will include the date and time of the drill and any concerns associated with it.

- 2.17. At the beginning of each school year the Principal shall ensure that the exits, fire extinguishers, and alarms have been inspected and are functioning properly.
- 2.18. At the beginning of each school year the Principal shall ensure that (if required) a fire escape route is clearly posted in each classroom.
- 2.19. At the beginning of each school year, and periodically through the year, the Principal shall ensure that flammable substances are not being stored in the furnace room(s).
- 2.20. The Principal shall arrange to have a fire and safety inspection of the facilities conducted on a regular basis (at least once every three years)
- 2.21. The Principal shall report to the school Board any safety violations resulting from such an inspection.
- 2.22. The school Board shall arrange for the swift correction of any deficiencies.