

CODE: DBCB.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Fire and Evacuation Drill Procedures

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2015)

REGULATION

A. GENERAL

In all cases of fire in schools, and whenever the rapid evacuation of a school building is required for any reason, the safety of students and staff is of first importance. Principals are responsible for developing evacuation procedures for their schools, and for ensuring that students and staff are familiar with those procedures.

All fires must be reported.

B. PROCEDURES IN CASE OF FIRE

1. Sound the local alarm immediately when fire is discovered.
2. Evacuate the building.
3. Upon receiving a fire alarm signal Security Services shall immediately contact the Emergency Response Department.
4. Call Security Services (780-429-3772) as soon as possible if it is established that the alarm is false. Upon receipt of the information that it is a false alarm, Security Services shall contact the Emergency Response Department and advise them.
5. A written report is to be submitted to Security Services within 24 hours of the incident.

C. SCHOOL EVACUATION DRILLS

Security Services (780-429-8295) shall be notified in advance of an evacuation drill. Schools shall call 10 minutes prior to conducting the actual drill. The fire alarm system shall be placed in "drill" mode and any alarms received at the specified time will be processed as an evacuation drill.

For each evacuation drill, schools shall use a different pull station. Each time a different pull station is used, it shall test whether that station is operable.

To ensure that evacuation drill alarm codes are received and recorded by Security Services, **DO NOT USE THE TEST OR DRILL BUTTON.**

1. Guidelines for School Evacuation

- a. Unexpected evacuation drills shall be held at varied times of day and at unevenly spaced intervals throughout the school year, beginning during the first week of school in September. Total evacuation fire drills shall be held at least three times in each of the Fall and Spring school terms.
- b. A record of evacuation drill times and dates shall be kept in each school. Schools shall keep these records for three years.
- c. Kindergarten and other children new to the school will not be familiar with the concept of evacuation drill. Their training in evacuation procedures shall begin within the first few days of each term.
- d. Staff and students shall become familiar with at least two exits in the event one exit becomes inaccessible.
- e. Staff shall know the location of fire alarm stations in the school and be familiar with their operation.
- f. Staff shall know the location of fire extinguishers and be familiar with their use.
- g. Teachers shall be last out of their classrooms, and should take registers or class lists with them on leaving.
- h. Washrooms and other out-of-the-way locations shall be checked to ensure they are evacuated.
- i. Workshop machinery and appliances such as hot plates and kettles shall be switched off when the alarm sounds.
- j. On leaving the building, staff and students shall move away from the building itself and leave entrances and exits clear. Never evacuate into a parking lot.
- k. Individual evacuation plans shall be prepared for all handicapped students. Planned evacuation procedures for the handicapped shall be carried out during each fire drill.
- l. All Division school sites that share occupancy with commercial properties shall work with the leaser to arrange for a minimum of one evacuation drill each school term.
- m. All Division sites that do not have students registered shall have a minimum of one evacuation drill each school year and will keep a record of the date of that evacuation drill. Records shall be kept for three years.