

# Fire Alarm Policy and Procedure – Emergency Plan

1. As the possibility of a fire occurring at a school facility is real, appropriate procedures must be established for the safety of all students and staff, as well as the recognition of potential fire hazards.
2. Fire practice drills shall be held three times each fall term (September to December) and three times each spring term (January to June). **Record date, time and comments of each drill**
3. The emergency fire safety plan should;
  - a) include a school floor and site plan, showing the locations of:
    - all fire emergency pull stations,
    - all fire fighting equipment,
    - fire alarm panel,
    - mechanical and furnace/boiler room(s),
    - fire evacuation routes,
    - fire department connection to building sprinkler system,
    - fire hydrant(s) located on or near school property,
    - location of gas and power shut offs.
  - b) provide a list of physically challenged and/or wheelchair bound students and staff indicating their whereabouts during the school work day and the need for assistance to evacuate these people. Include a safety plan / procedure for how they will be looked after in the event of a fire.
  - c) provide a list and location of hazardous materials that might be harmful to students, staff and/or fire department personnel, should they become involved with a fire.
4. When a fire is located, found or suspected;
  - a) activate the facility fire alarm before making any attempt to extinguish the fire; ensure all occupants are able to evacuate the building immediately to a safe assembly area;
  - b) attempt to confirm the location of the fire in the facility, to advise the responding fire department;
  - c) telephone 911, advising the operator; name of school,
    - location/address of school,
    - nature of fire, if known,
    - whereabouts of school/building occupants.
  - d) upon hearing a fire alarm, teachers should;



- ensure all classroom activities stop, (gas and equipment where applicable are shut off)
- ascertain if safe to exit classroom via designated evacuation route,(if classroom door closed, before opening determine if door excessively hot, if so, do not open)
- if able to exit classroom as planned, direct students to walk in an orderly manner along evacuation route to designated assembly area,
- when exiting, attempt to close classroom windows, if possible,
- allow students to take clothing immediately accessible to them when evacuating,
- ensure class list, which includes that day's attendance, is taken out (with emergency classroom kit) and attendance is immediately taken at the assembly area,
- immediately report any missing students, staff and/or visitors to the Principal
- if unable to exit via classroom door, open exterior window and evacuate if on ground floor or call for help if unable to evacuate through open window.

e) Principal (or person in charge) to check school property access;

- to determine if all students/staff, visitors have safely exited the school building(s), informing fire department officials immediately upon their attendance of names and ages of unaccounted for students, staff, visitors and their possible location in the building, including any wheelchair bound students waiting in secure areas of the school for assistance to be removed from the building,
  - to stand by and be of assistance to fire department officials as needed.
7. As some physically challenged students cannot move along halls at the same pace as their classmates, they should be allowed to follow their class at their own (fast) rate of speed with the assistance of a teacher or teacher assistant.
  8. If it is determined the safest place for a physically challenged student is in the classroom or at a refuge area, the Principal (or person in charge) shall be immediately notified of the student's identity and location so emergency rescue personnel can remove the student safely.
  9. Should it be impossible to return to the school building due to fire damage, etc. dismissal procedures should be followed.
  10. All media enquiries regarding a fire incident at a school district facility shall be handled through the School Communication Officer, in consultation with the responsible fire department personnel.

