

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name FIRE ALARMS AND FIRE DRILLS
Management Guideline Applies

531

Board Approved: December 4, 2007

Review Prior To: December 2012

POLICY

To ensure the schools under the direction of Superior-Greenstone District School Board are in compliance with its obligations for conducting and recording fire drills under the *Ontario Fire Code* and the *Education Act*.

PROCEDURE

1. A Fire Safety Plan shall be included as part of the School's Emergency Procedures Plan and in accordance with Ontario Regulation 388/97, Fire Code will contain:
 - (a) the emergency procedures to be used in case of fire including sounding the fire alarm, notifying the fire department, provisions for access for fire fighting, instructing occupants on procedures to be followed when the fire alarm sounds, evacuating endangered occupants and confining, controlling and extinguishing the fire,
 - (b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
 - (c) the instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety,
 - (d) the holding of fire drills including the emergency procedures appropriate to the building,
 - (e) the control of fire hazards in the building,
 - (f) the provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof, and
 - (g) instructions, including schematic diagrams, describing the type, location and operation of building fire emergency systems,
 - (h) a master copy of the Fire Safety Plan shall be kept in the Main Office of the school.
2. The total number of evacuation fire drills shall be held three times in each of the fall and spring school terms.
3. The principal or designate shall keep a record to indicate that the Fire Safety Plan has been shared with staff; advise the Superintendent of Education that the review has taken place and ensure that this information has been shared by September 31 each year.