

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	FIRE ALARMS AND FIRE DRILLS	
<i>Applicable Policy</i>	FIRE ALARMS AND FIRE DRILLS	531

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*December 4, 2007*

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## **Rationale:**

As a Board one of our primary commitments is to ensure the safety of our students. This is even more imperative when an emergency occurs such as fire. During these situations, school staff may become confused or forget details. It is for this reason that this document has been prepared to be used in conjunction with the School Fire Safety Plan Template, which is part of the School Emergency Procedures Plan. A master copy of the Fire Safety Plan shall be kept in the Main Office of the school.

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.

## **1.0 When the Alarm Sounds**

- 1.1 Everyone evacuates immediately in a quiet and orderly fashion.
- 1.2 Each class will proceed, single file.
- 1.3 The Teacher's Attendance Record must accompany the teacher.
- 1.4 The classroom lights, windows and doors must all be shut during the evacuation procedure.
- 1.5 Once outside, the class is to remain away from the building as a group, and the teacher is to take attendance.
- 1.6 The Principal, or designate, will signal the return to classrooms.

## **2.0 Duties and Responsibilities**

- 2.1 Staff
  - 2.1.1 Teachers will instruct students in advance of the proper action to be taken upon hearing the fire alarm.
  - 2.1.2 Each room must have a fire exit sign prominently displayed clearly indicating the evacuation route and an alternative route.
  - 2.1.3 The principal, or designate, will take the "Safe Arrival" binder.
  - 2.1.4 Attendance is to be taken outside. The individual in charge of the classroom at the time the alarm sounds is responsible for the safe, orderly evacuation of the students.

## 2.2 Students

- 2.2.1 Shoes or slippers must be worn at all times when in school.
- 2.2.2 Students will walk quickly, silently and in single file using the designated evacuation route.
- 2.2.3 Students will line up in single file in a pre-designated location clear of the school.

## 3.0 General Routines

- 3.1 A student discovering a fire shall immediately report to the nearest staff member.
- 3.2 A staff member discovering a fire, or being notified of a fire by a student, shall activate the nearest fire alarm pull station.
- 3.3 Clear access to all sides of the building will be maintained at all times for firefighting equipment.
- 3.4 Evacuation drills shall be held three times between September 1 and December 31, and three times between January 1 and June 30. (Education Act, Regulation 262, section 6.2)
- 3.5 The principal or designate will coordinate the care of students once evacuated from the school.
- 3.6 The principal or designate is responsible for instructing designated staff in fire safety routines, and to see that no hazardous materials or conditions exist in the school.
- 3.7 The custodial staff shall test the fire alarm and any emergency lighting once per month, and carry out maintenance on fire extinguishers annually.