

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 169.7

PROCEDURE: FIRE

BACKGROUND

All Division employees must be aware of and practice fire safety precautions in order to help ensure occupant safety and careful stewardship of Division facilities. The focus of such precautions shall be to protect all occupants, furnishings and facilities from fire damage. Evacuation drills are an essential component of the school safety program.

PROCEDURES

1. Fire drills are an essential part of all school safety programs. The Principal is responsible for establishing, in accordance with legislative and code requirements and in consultation with the local fire department, a program and procedures to ensure prompt and orderly evacuation of the school in the event of an emergency.
2. All school building personnel will participate in the drills.
3. The fire safety program shall include, at minimum:
 - 3.1 The development of written school evacuation procedures;
 - 3.2 The posting of primary and secondary evacuation routes for each room;
 - 3.3 Three fire drills in the first half of the school year and three additional fire drills in the second half of the school year.
 - 3.4 An evacuation drill during the first week of school to train staff and students on evacuation procedures;
 - 3.5 Periodic reviews with staff and students of the procedure; and
 - 3.6 A detailed record of all evacuation drills held including dates, evacuation times, problems experienced and follow-up action taken.
4. Schools shall cooperate fully with local fire authorities to ensure that fire department requirements and inspection recommendations are implemented.

5. Staff Response

In the event a fire is detected within the school building, proceed according to the following plan:

- 5.1 Sound the FIRE ALARM by pulling the alarm system located in hallway or classroom.
- 5.2 All doors should be closed after everyone has left the room. Closing of windows is a secondary consideration and must never slow the evacuation process.
- 5.3 The building will be evacuated according to the following procedures:
 - 5.3.1 The first student to reach the classroom door will hold it open for the others.
 - 5.3.2 Teachers will take class lists with them.
 - 5.3.3 The teacher will make sure that everyone is out of the room and will close the door.
 - 5.3.4 Students should walk directly to designated exits in a quiet and orderly manner. No stops will be permitted.
 - 5.3.5 By pre-arrangement, the Principal will designate staff to assist individuals with disabilities.
 - 5.3.6 The first individual to reach each outside door will hold it open for the others.
 - 5.3.7 As part of the fire drill plan, each classroom will have a designated location (out of the fire department's operational area) at least 100 m from the building.
- 5.4 Teachers are responsible for the students under their supervision and should take attendance, accounting for each student. Teachers should immediately notify the Principal of missing students.
- 5.5 Render first aid as necessary.
- 5.6 When students and staff have been evacuated from the school buildings they must not be permitted to return until the Principal is satisfied that it is safe to do so.

6. Administrators and/or Response Team

6.1 Pre-Planning

- 6.1.1 Prepare and post building evacuation maps
- 6.1.2 Ensure that an effective evacuation alarm system is available
- 6.1.3 Identify an evacuation assembly area which is a safe distance from the evacuated site, e.g. parking lot or playground
- 6.1.4 In determining a suitable assembly area, consideration should be given to crowd control, traffic control, communications and climatic conditions.
- 6.1.5 Establish priorities for evacuation (people with disabilities)
- 6.1.6 Ensure exit routes are free of obstruction
- 6.1.7 Record and prominently display all emergency and key local support personnel
- 6.1.8 Define areas of responsibility and assign duties to appropriate staff (including administrative staff)

6.1.9 The Principal will designate staff to quickly check bathrooms and other rooms while exiting the building to ensure that all students have exited.

6.2 After Evacuation

6.2.1 The Principal or a staff member shall contact the fire department and security monitoring firm.

6.2.2 Assist emergency authorities on request

6.2.3 Notify utility companies of a break or suspected break in lines which might present an additional hazard.

6.2.4 Keep access roads open for emergency vehicles.

6.2.5 Once on the scene, only the fire department staff will search the building for missing people.

6.2.6 Have fire department officials declare the area safe before allowing students and staff to return to the building.

6.2.7 Contact the Director/designate if the school needs to be closed and students transported to another location or home.

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