

Title: **Fire Safety**  
Category: **Health and Safety**  
Number: **3070**

**Circulating until February 2, 2019**

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**I. Rationale:**

Fire safety is the responsibility of all employees. School principals will work with the Manager of Facilities to ensure that all sites are safe from fire hazards.

**II. Fire Drills**

- A. Principals shall review fire drill plans annually to ensure they are appropriate for current conditions and shall revise them as needed.
- B. Fire drills shall occur on at least six occasions at reasonable intervals throughout the school year.
- C. Fire drills shall include details of alternate routes of egress.
- D. Each school shall develop and maintain a fire plan which shall include the number of fire drills. The fire plan must be updated annually. Current copies of fire plans shall be sent to the school district in October of each year.
- E. Each employee shall be assigned a role in the drill.
- F. Special provision in drills shall be made for the evacuation of handicapped or disabled persons.
- G. A space on the school grounds shall be allocated for each class in fire drills.
- H. Teachers shall carry a class registry document (register, seating plan, class list, etc.) for the class under their jurisdiction at the time of the alarm.
- I. All members of staff and all students shall remain at least fifteen (15) metres from all buildings until the “all clear” signal is sounded.
- J. Fire drills shall include provision for checking that all washrooms, health rooms, and change rooms have been vacated.
- K. All fire alarm systems and fire fighting equipment in schools shall be maintained in proper working order.
- L. Evacuation procedures shall be posted in a notice of standard format in each classroom and other rooms frequented by staff and/or students. The procedure shall be specific for each location and shall clearly indicate two separate and independent means of egress.

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### **III. Fire Prevention**

- A. Fire extinguishers shall be serviced annually and so tagged with the date recorded.
- B. Any extinguisher which has been used shall be reported at once to the Manager of Facilities for recharging.
- C. No fire extinguisher shall be used for any other purpose than for fire protection.
- D. The Manager of Facilities shall work with principals and other site supervisors to ensure that all employees are trained in the use of fire extinguishers.
- E. The Manager of Facilities is responsible to ensure safety checks are done at all sites, including emergency lights, fire extinguishers and fire alarm systems.
- F. Electricians shall test fire alarm systems once a month and shall document the test in a record book kept for that purpose.
- G. Covered metal refuse cans shall be used to hold cleaning and waxing rags.
- H. No accumulation of refuse shall be permitted.
- I. Decorations may be used in schools if precautions are taken to minimize the risk of fire.
- J. If the school building is to be used for anything other than teaching students then schools must ensure approval by the appropriate authority: Building Inspector, Fire Inspector, Department of Health. For example, if a community group wishes to use kitchen facilities, they must be in compliance with public health standards.
- K. Renters of facilities must be advised of proper fire escape routes and procedures and sign that they are aware and have been advised.
- L. No "sleep-overs" are permitted unless the fire alarm system includes smoke detectors in areas occupied.
- M. No commercial kitchen may operate without the Health Inspector's approval.

**Received:**  
**References:**

