

SEVEN OAKS SCHOOL DIVISION

FIRE ALARMS AND FIRE DRILLS

To ensure the safety of pupils and staff in case of fire, three things are essential:

1. Fire alarm and fire escape systems in good working order, with full knowledge by the staff of how to use them.
2. A definite procedure to be followed in case of fire.
3. Adequate drill to ensure prompt and certain action when alarm is given.

(a) Procedure To Be Followed In Case Of Fire

1. Immediately after the discovery of a fire, the school alarm must be sounded. Fire alarms must be reported on telephone number "911".
2. All persons (except as noted under number 4 below) shall evacuate the buildings in accordance with the established fire drill procedure.
3. In the event of an actual fire the operating staff shall assist the fire department in turning off the heating plants and associated equipment if necessary. All exhaust fans are to be left operating to assist in clearing smoke from the building. The teaching staff in the shops and laboratories shall shut off all motors, machinery and gas valves in their charge when the fire alarm bells sound.
4. Employees not engaged in directing the evacuation of the building shall use fire extinguishers if the fire is incipient or small, provided this can be done without endangering the person using them or others.

(b) Fire Drills

Fire drills have as their purpose the development of system, discipline, and control in an emergency.

1. Once fire drill procedure has been established at the beginning of each year, drills should always come unexpectedly. The fire-alarm must always be obeyed. Reasonably prompt emptying of the school is important, but running should not be permitted.
2. In schools where any pupils or teachers remain during the noon recess, the principal must make provision for appropriate procedure in case of fire or fire-

alarm.

(b) Fire Drills

3. No person may be excused from taking part in fire-drills. This regulation applies to caretakers and workmen as well as to pupils and teachers.
4. Any ring of the fire-gong is a fire-alarm and must be obeyed.
5. No person taking part in fire-drill in a school shall be permitted to take with him any article of clothing or other possession not on his person at the time of the fire alarm.
6. The teacher shall arrange that the classroom door is closed after the last pupil has made his exit.
7. On emerging from the school during fire-drill, pupils are to be lined up in classes with their teachers on the school grounds at some distance from the building. Before the recall signal is given each teacher shall check the class of which he is at the time in charge to make sure that no pupil is left in the building.
8. When a fire alarm is given, any child who has left his class for any reason, whether he is in the school or on the playground, shall go directly to meet his class on the grounds.
9. Instructions 5, 6 and 7, noted under "Fire Alarms and Fire Escapes: apply to all fire drills.
10. Fire Drills shall be held at least ten times in each school year and where practicable in the opinion of the Principal at least once in each month. Form S10 (Fire Drill Report) is to be sent to the Board Office at the end of each month.
11. In schools so equipped, fire escapes are to be used in fire drills.
12. From time to time, a drill shall be conducted as if a normal exit were blocked.

(c) Fire Alarms and Fire Escapes

1. All members of the teaching and custodial staff must be familiar with the exact location of fire alarm stations in their respective schools and must know how to turn in an alarm in case of fire and how to proceed subsequently.
2. The fire alarm system must not be used for any purpose other than fire drills or alarm in case of fire. The fire alarm system must be tested by the custodian monthly.
3. The caretaker must examine fire escapes and exits each morning before school assembles and see that all doors open freely and that all platforms and stairs are cleared of ice, snow and other obstructions.
4. The principal shall, at the beginning of the school term, make provision for some other member of his staff to control fire drill in case of his or her absence and to assume all other duties of the principal in case of fire. Such person in a school should be familiar with the general regulations regarding fire and the supplementary regulations for the school in which he or she is acting.
5. Special attention should be given to beginning pupils, to pupils suffering from physical and mental handicaps, and to pupils enrolled in visiting classes.
6. Some persons or persons should be delegated to see that every room, including cloak-rooms, washrooms and basements, is empties.

(d) Instruction to Staff and Pupils

1. Instructions for each school, after approval by the Director of Maintenance, shall be issued by the principal.
2. These instructions and signs showing dismissal procedures, shall be posted near the exit doors of all rooms used by pupils for study or instruction.