

FIRE PREVENTION EDUCATION FIRE DRILLS AND EMERGENCY EVACUATION

Background

HPSD believes that the safety of students can be improved and the physical losses to property reduced through a program of fire prevention education, planning for emergency situations, and the regular practice of evacuation procedures.

Procedures

1. Fire Prevention Education

The Principal shall ensure that a program of fire prevention education is carried out within the school. Components of such a program may include:

- 1.1. training provided by Hour Zero (Emergency Evacuations) and Public School Works (Flammable Liquids for designated staff);
- 1.2. the use of local and provincial fire authorities;
- 1.3. Fire Prevention Week activities;
- 1.4. trips to the local fire hall;
- 1.5. demonstrations in the use and maintenance of fire-fighting equipment; and
- 1.6. correlation with subject areas (e.g. health, science, home economics, industrial education).

2. Fire Drills and Emergency Evacuations

The Principal shall develop a plan using Hour Zero, outlining fire drill and emergency evacuation procedures that makes provision for:

- 2.1. The procedures to be used in case of fire drills and emergency evacuations, which include:
 - 2.1.1. sounding the fire alarm;
 - 2.1.2. notifying appropriate local authorities (i.e.: the fire department, R.C.M.P., Call 9-1-1 - Emergency Measures Organizations) and the Emergency Operations Centre (EOC) at the Learning Support Centre (LSC);
 - 2.1.3. specifying the actions of occupants in response to a fire alarm;
 - 2.1.4. the evacuation and arrangement of evacuation centres for endangered occupants; and
 - 2.1.5. confirming and, where possible, controlling and extinguishing a fire.
- 2.2. The process by which a decision is made to either return to the building and resume the school day, or to arrange for the notification of parents and the dismissal and transportation of students:

NOTE: The safety of school staff is not to be compromised in the process of determining the status of the building.

- 2.3. The organization of designated supervisory staff to carry out specific fire drills and emergency evacuation duties;
 - 2.4. The instruction of supervisory staff and other occupants so that they are aware of their responsibilities during fire drills and emergency evacuations;
 - 2.5. The holding of practice exercises to make supervisory staff and other occupants proficient in carrying out their responsibilities for fire drills and emergency evacuations. The exercises should be followed with a debrief of what went well and where improvements can be made; and
 - 2.6. Following the training provided by Public School Works and Hour Zero.
3. Following approval of the above plans by the Superintendent, the plans shall be kept in Hour Zero and shared with the fire department and staff.
 4. Evacuation routes are to be posted in every classroom and workstation, library, cafeteria, staff room, infirmary, and other applicable location.
 5. The telephone number of the fire department and R.C.M.P. shall be posted in large, clear numerals at each telephone station. Call 9-1-1 for emergencies.

6. Emergency drills shall be held at least eight times in each school year, one of which must be related to the severe natural disaster procedure, and another to the hazardous material spill procedure. Drills may include on alert, lockdown, shelter-in-place, drop-cover-hold, and emergency evacuation.
7. The Principal shall maintain a record of each drill on Hour Zero showing:
 - 7.1. the date of the drill;
 - 7.2. evacuation time; and
 - 7.3. comments and recommendations.
8. The Safety Officer will review principal's emergency plans through Hour Zero each September.

References

Education Act, Section 53

Cross References

High Prairie School Division Emergency Response Plan

[Administrative Procedure 178 – Emergency Response Plan](#)