

## Administrative Procedure 615

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### FIRE SAFETY

#### Background

The Division believes that in order to provide a physically safe environment for students and staff, clear fire safety protocols must be provided and adhered to. Principals shall be responsible for organizing fire drills and training students and staff in proper building evacuation procedures. Each school shall be required to hold at least six fire drills per school year, three of which must be in spring and fall.

#### Procedures

1. A map detailing primary and secondary fire escape routes shall be on prominent display in all locations where students receive instruction.
2. Teachers or personnel holding class registers or class lists shall remove them from the school during all fire drills and shall utilize them to take student attendance.
3. Each teacher shall be familiar with posted procedures and rules and is responsible for giving fire drill instruction to all students in his/her charge.
4. No entrance or emergency exit doors may be blocked, barred, bolted or locked from the inside in the area of the building being used.
5. The use of natural Christmas trees is permitted provided the trees are treated with a flame-retardant spray. The Superintendent of Facilities will arrange for the application of the flame retardant.
6. The fire alarm system and sprinkler system (where applicable) shall be tested and verified by the caretaker once every three months. Fire extinguishers, standpipe hoses, fire alarm system and sprinkler system, where applicable, are inspected annually by certified contractor.
7. The testing of emergency lighting shall be carried out by the caretaker once every three months.
8. At the first clear sign of smoke or combustion, the alarm shall be sounded, the drill plan carried out, and the Fire Department called.
9. Until it is certain that the fire has been extinguished, students shall not be permitted to re-enter the building.
10. The principal shall maintain a record of each fire drill, noting the date and other pertinent information.
11. After the occurrence of a fire, a report, in writing, shall be submitted to the Superintendent of Facilities as soon as possible.
12. Furnace/boiler rooms and mechanical/electrical rooms shall not be utilized as storage facilities.

Reference: Section 85, 87, 109, 150, 151, 175, 231, *The Education Act, 1995*  
Section 2, 8, National Fire Code