



Rationale

The risk of fire is always present in high-use buildings such as schools. In order to minimize the risk of fire within the school it is imperative that a preventative program be in place and implemented.

Policy

Each school will develop and maintain a clear and detailed fire prevention and safety plan for its facilities which provides for:

- a current and ongoing preventative program,
- a maintenance program for fire safety and fire fighting equipment, and
- an instructional component for all staff and students with respect to fire safety and prevention

All school personnel and students will be conversant and practiced in their school's fire safety and preventative procedures.

Regulation

1. The school prevention/safety program shall conform to provincial and municipal statutes.
2. **Fire Drill requirements**
 - It shall be the responsibility of the principals of each school to issue and post in each room and stations where students and/or staff congregate a fire evacuation drill procedure consisting of the following:
 - evacuation procedure consisting of the most direct route of egress and at least one alternate route of egress, supplemented with directional route signs.
 - Procedure to be followed in the event of a fire:
 - the sounding of the alarm and other immediate action to be taken by the individual who discovers a fire;
 - the notification of the local fire department of the existence of an emergency;
 - the evacuation of students, staff and others to places of safety not less than 100 feet from the building; and
 - the closing of doors and windows and the carrying out of other measures calculated to confine, control and extinguish the fire



before the arrival of the fire department.

- At the first staff meeting of each school year, the principal shall discuss in detail with all employees, fire drill procedures. Thereafter, the principal shall ensure, through ongoing practice, in-service and reorientation opportunities, that staff are familiar with fire drill procedures.
- The principal of each school shall:
 - conduct fire evacuation drills under conditions as close as possible to those which might be expected in an emergency; and
 - cause a record of such drills to be maintained by a responsible person, and a record of each drill be maintained on file.

NOTE: It is advisable and desirable that fire drills be held monthly throughout the year. This may mean that during the colder months the fire drill be executed to the exterior doors and there ended.

3. Inspections

The maintenance supervisor/head custodian and the principal or designate shall conduct inspections to ensure that:

- Hazardous substances, flammable liquids and other materials are not being used, handled or stored in the building except as permitted by provincial regulations.
- Waste paper is not allowed to remain in the building overnight.
- Exits and means of egress are kept free from ice, snow or other obstruction and provided with proper lights;
- Hallways and corridors are kept free from obstructions;
- Exit doors are not locked while the building is occupied;
- Fire extinguishers are inspected at least monthly and are recharged as required by the provincial statutes and are maintained in a proper working condition at all times;
- Decorations, curtains and drapes are tested with respect to flame resistance, and to be treated as required;
- Every chimney is inspected at least annually;
- Any wax rags, mops or paint rags are either:
 - disposed of outside the building immediately after use; or
 - stored in metal containers with air tight lids when not in use
- Hot plates, electric irons and other portable electrical appliances are



placed on metal covered asbestos pads and surrounded with asbestos sheeting;

- Electrical equipment, wiring and fittings are installed and used in compliance with the provincial electrical regulations;
- Papers on walls, displays, posters, etc., are in compliance with provincial regulations;
- A record of all inspections and notations is kept on file by the principal;
- The principals shall report to the school council each month indicating any deficiencies and action taken.

4. Responsibilities of School Staff

The principal shall:

- Carry out all regulations regarding fire prevention and fire drill (minimum of 6 per year);
- Make certain that all personnel are familiar with these regulations;
- Conduct the minimum number of fire drills as required; notify the fire department as part of the drill, and keep records of all drills, etc.
- Designate staff members to ensure that in the event of fire, all children have left the building;
- In case of fire, notify the ICS office at the earliest possible opportunity.

Staff Members shall:

- Know what exits are to be used while teaching in particular rooms;
- Know where the alarms are located in the building as well as the shut off; and
- Know where fire hoses and fire extinguishers are located in the building.

Custodians shall:

- Keep fully informed regarding their role in case of fire;
- Test the fire alarm system in the school building at least once each week;
- Make certain all alarms are operating;
- Replace broken alarm glass on all wall fire alarms initiators immediately;
- Keep all doorways leading out of the building free of snow and ice;



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- Check panic devices on exit doors frequently to see that they are in good working order;
- Ensure that all doors in corridors which lead to exits are unlocked;
- Ensure that stairwell doors are kept closed at all times;
- Ensure that machines containing gasoline are kept in fireproof rooms; and
- Ensure that machinery containing gas, (e.g. lawn mower) are not stored in furnace rooms.

Reference: Emergency Management Planning Guide for Schools, District and Authorities https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/emergency-management-guide.pdf	Approved
	Date Approved: June 1995
Cross-reference: Emergency Planning – policy 1000	Date(s) Revised: November 21, 2019