



## **FIRE DRILL PROCEDURES & EVACUATIONS**

As per the fire chief:

### **In the Event of a Fire or Detection of Smoke:**

- ❖ Alarm the occupants of the building. Yell **"FIRE"**. Activate the fire alarm system, use pull station.
- ❖ Call 9-1-1. Never assume this has been done. Give the correct address and location of the fire.
- ❖ Remove children from the fire area (take attendance list) moving them quickly and quietly to the emergency meeting location outside of the building. Take children to their homeroom teacher. Take attendance. Notify a Head Teachers/Emergency Personnel **IMMEDIATELY** if a child is unaccounted for.
- ❖ If safe to do so, while leaving the building close all windows and doors behind you. **DO NOT LOCK THEM.**
- ❖ The designated party will, if safety permits, do a final and thorough search of the building evacuating and clearing halls, washrooms, non-teaching spaces and other common areas, and, if applicable, will shut off all gas and power.
- ❖ Do not return until it is declared safe to do so by the Fire Official who will issue the **"ALL CLEAR"** signal.
- ❖ Document the incident as required.

### **Immediately upon hearing the fire alarm or if you have been alerted to a fire situation:**

- ❖ Before opening the door, feel the door and doorknob for heat. If it is not hot, brace yourself against the door and open it slightly. If you see smoke or feel air pressure or a hot draft, close the door quickly
- ❖ If the corridor is free of smoke and/or fire, close the door behind you and move the children quickly and quietly to a designated safe exit, leave the building and proceed to the emergency meeting area
- ❖ If you encounter smoke in the corridor consider taking an alternate exit

### **In General Occupants Should:**

- ❖ Notify the owner if any special assistance is required in the event of an emergency.
- ❖ Know the proper address of the building.
- ❖ Know where the exits are.
- ❖ Know how to alarm occupants of emergency situation.
- ❖ Call 9-1-1 in the event of an emergency.
- ❖ Know the buildings fire alarm signals and the procedures established for evacuation.



- ❖ Know who the supervisory staff in your building are, and report any fire hazards to them.
- ❖ Participate in fire drills.
- ❖ Document the incident as required.

**As well:**

- ❖ School evacuation procedures are posted in each classroom and ALL STAFF must familiarize themselves with all aspects of the procedure.
- ❖ Fire drills will be held on a regular basis. The building MUST be evacuated when alarm sounds.
- ❖ Documentation of date, time and evacuation success (approximate minutes to clear building) will be made. This material is made available for the Fire Department inspections
- ❖ The Fire Safety Plan in its entirety is available in the office