



## Directive on Fire Drills and Emergency Evacuation in schools

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| <b>Department responsible:</b><br>Equipment services   | <b>Approved by:</b><br><br>_____ Director General |
| <b>Effective date:</b><br>January 1 <sup>st</sup> 2003 | <b>Amended by:</b>                                |
| <b>Reference:</b>                                      |   |

The School Administrations at the regular or adult education sector shall ensure that fire prevention measures and emergency evacuation drills are carried out during the school year.

### **1. Premises**

- 1.1 [purpose](#) Fire drills are held to familiarize the students and the school personnel with the signals, evacuation routine and exits so that in case of emergency there shall be no hesitation or confusion in leaving the building.
- 1.2 [frequency of fire drills](#) At least two fire drills must be held during the year. One fire drill should be held during the month of September and as frequently as may be necessary during the year to ensure rapid and orderly evacuation of the school.

### **2. General principles**

- 2.1 [definition](#) In this directive the following expressions mean:
- a) Centre Director : the Centre Director of a school or of an an adult education centre;
  - b) **Principal:** a school Principal or a Director of an adult education centre;
  - c) **school:** a school of the regular sector, an adult education center, the vocational centre or a students' residence.
- 2.2 [municipality involvement](#) Fire drills must be planned by the Centre Director after consultation with the Principal and conducted in collaboration with the municipal firefighter section and Equipment Services at KSB.

- 2.3 [authority to call drills](#) Only the Centre Director, or someone authorized by him, has the authority to sound a fire alarm for the purpose of a drill.
- 2.4 [drills on request](#) Occasionally, fire department representatives may come to schools or any other building and request an immediate fire drill. Centre Directors are expected to fully cooperate, even to the extent of calling a drill at an inconvenient time.
- 2.5 [fire inspection](#) The Centre Director shall request that the fire section of the municipality conduct an inspection at least annually.
- 2.6 [reports on fire drills](#) The Centre Director shall fill a report on every fire drill, to be kept in his file, and send a copy to the Director of Education Services or Adult Education Services.

### **3. Planning measures**

- 3.1 [centre director's responsibilities](#) The Centre Director is in complete charge of all matters pertaining to organizing and conducting fire drills in the school, and shall be responsible for the efficiency of the drill and all corrective actions.
- 3.2 [appointment / safety coordinator](#) The Centre Director must appoint a Safety Coordinator who will assume his responsibility when absent, in case of actual fire. It must be clearly understood by the entire staff which person shall be in charge.
- 3.3 [appointment of subordinate officers](#) The Centre Director may appoint as many subordinate officers as are deemed necessary, according to the size of the school and the school population. The subordinate officers are:
- a) Searchers - these are teachers or other staff assigned to inspect sections of the buildings to make sure that everyone is out. Gymnasium, lavatories, teachers' room, and all other places frequented by students or teachers must be checked. Searchers shall rejoin their classes as soon as the inspection is completed;
  - b) Fire Drill Aides - These are students appointed by either the Centre Director or teachers to assist in any way deemed necessary. They may be used as messengers, or assigned to aid students with disabilities or those who need assistance.
- 3.4 [instruction to be given](#) The Centre Director instructs all subordinate officers concerning the general plan of the drills and the details of their specific duties, such as:
- a) how to send an alarm to the fire department;
  - b) how the fire alarm system operates, (both electrical and emergency);
  - c) how to use all in-school fire-fighting equipment.

- 3.5 [posting of emergency route](#) Diagrams that show emergency exit routes should be posted in each room and classroom.

#### **4. Fire Drill / Evacuation**

- 4.1 [participation](#) All persons in the school must take part in the fire drill and leave the building. Every fire alarm should be considered as a warning of an actual fire.
- 4.2 [notice](#) Fire drills should be conducted at different hours of the day without advance notice to students. The personnel shall however be notified.

##### **Procedure**

- 4A) [steps](#) The procedure to be followed during an evacuation when the alarm begins is:
- a) teachers shall lead students to the designated exit;
  - b) students shall walk briskly (no running), with arm's length spacing, and without talking, laughing, or breaking from the ranks. (No student may leave the line);
  - c) students not in the classroom shall join the line of the first group of students met. (The students must not return to the classroom);
  - d) teachers shall check roll when assigned area is reached; where applicable, a designated building may be assigned for shelter and attendance count;
  - e) teachers shall not leave the students gathered at a designated area unless someone is placed in charge;
  - f) teachers shall have the Centre Director notified if any student is missing;
  - g) the Centre Director shall initiate a search for any missing students;
  - h) in the event of a fire, the building must be inspected by the firefighters before students are allowed to return to the building.

#### **5. False alarm**

- 5.1 [false alarm](#) After a false alarm the Centre Director shall:
- a) notify the municipal Fire Chief of the incident;
  - b) notify the Director of Education Services or Adult Education Services who must inform Equipment Services;
  - c) decide on the pertinence to press criminal charges against anyone who willfully, without reasonable cause uses the fire alarm (*art. 437 / Criminal Code*).

## **6. Application of this directive**

- 6.1        [previous provisions](#)    The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 6.2        [responsibility](#)    The Director of Equipment Services is the person responsible for the application of this directive.