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## **EMERGENCY - FIRE INSTRUCTIONS TO OCCUPANTS**

### **1. ALARM**

Anyone detecting fire must:

- (a) Sound the fire alarm immediately. (Located at every entrance to school or top of stairwells.)
- (b) Notify the Main Office of the location and nature of the fire.

The fire alarm is connected directly to the answering service for notification, but upon notification of a fire, the Main Office will also telephone the Fire Department immediately at (911) or (986-6380).

In the event that there is a failure in the fire alarm system, notice to evacuate the building will be given over the P.A. System. The Main Office will give the following notice over the P.A. System.

**“ALL STAFF AND STUDENTS ARE ASKED TO EVACUATE THE BUILDING IMMEDIATELY”**

In the event of a failure of both the alarm and P.A. Systems, notice to evacuate will be given according to the emergency plan (Plan B). When the alarm sounds, the building must be evacuated immediately.

- (c) The principal, after consulting with the fire and emergency personnel on site, considering the emergency conditions, the weather and the state of students dress and the safety of the students, will decide on the duration of the evacuation. The principal will consider the time of day, the temperature, the time needed to reach the alternative evacuation site and then proceed with an appropriate informed plan of action. The principal must be aware of any physically challenged students and have school staff tend to their care and comfort.
- (d) In the event of a power failure and the emergency generator becomes the only source of power, the following conditions exist:
  - i. The master telephone system will not work - the emergency power fail telephone is: **THE TELEPHONE ON THE FAX MACHINE IN THE MAIN OFFICE.**
  - ii. A low level light will operate in most interior rooms as well as in the corridors.
  - iii. The fire alarm will continue to work using emergency power.
  - iv. The P.A. system will not work during a power failure.

## **FIRE DRILLS**

### **2. STUDENT RESPONSIBILITY**

Upon hearing the alarm, students must evacuate the building immediately.

Students who are in class will leave the classroom if it is safe to do so, and proceed to the exit designated on the card posted in the classroom, or the alternate exit designated for the room.

Upon leaving the building students will move well away from the building to a designated area and line up as directed by their teacher for an attendance check. They will remain with their class group until the signal is given to re-enter the building.

Students who are not in class when the alarm sounds, and/or announcement is made, will leave the building by the nearest available exit and move well away from the building. If students have a scheduled class at that time, they are to check in with their classroom teacher.

### **3. TEACHER RESPONSIBILITY**

Each teacher will ensure that his/her classes are made aware of the school evacuation procedures and are familiar with the exit and alternate exit for the classroom in which his/her class is located.

It is the responsibility of each teacher to review these exits regularly and to notify the office of any classroom without a proper evacuation sign designating the primary exit.

### **EMERGENCY - FIRE**

Each teacher will ensure that any mentally and physically challenged student in his/her class is assigned a responsible student or colleague to provide appropriate assistance during evacuation of the building. The assisting persons should be instructed to help physically challenged student according to the plan already received, leave the building and to remain with the student at all times throughout the emergency situation.

In each class the teacher will in advance appoint an Emergency Monitor, a student who would assist the teacher if requested, to take attendance, hold doors open, or run information errands.

### **UPON HEARING THE ALARM TEACHERS WHO ARE TEACHING A CLASS WILL:**

- instruct their students to leave the building and remind them of the exit(s) to use.
- ensure that all windows and doors are closed
- take an attendance list with them

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- if the staff see an alarm pulled please report this fact to the office
- ensure that physically challenged students are moved out of the school by their assigned “buddies”. Physically challenged students will be moved to the right side at the top of the stairs. They will be the last to descend the stairs either being carried or in a wheel chair. They will then be moved outside.
- check washrooms designated (Map A, B, C) to be checked by teachers
- accompany their students out of the building and direct them to line up well away from the building at a designated meeting point on the public sidewalk
- take attendance immediately: Note: All classroom teachers **must** submit an attendance report. Reports should be taken to the following locations: Teachers from Mr. Giasson’s TA grouping will send a runner with the attendance report to H. Arkos and/or S. Harris east of the Library. Teachers assigned to Mr. Finlay’s TA grouping will send a runner with the attendance report to N. Prociuk and/or W. Harrison at the front doors. These attendance reports will include any students who should be with the group but are not present (i.e., students who were in the class when the alarm rang but have not joined the group outside the building). This will include the location where the student was last seen.

Immediately after the evacuation, a designated individual will station himself /herself at the front door of the school, and will receive reports of missing students and to check that all students are safely away from the building. An administrator will be available to liaise with the Fire Department upon their arrival and:

- keep all students on the public sidewalk until signal to re-enter is given.

**Upon hearing the alarm teachers who are not teaching a class will:**

- leave the building and assist in crowd control outside the building, ensuring in particular, that all students move onto the public sidewalk or parking lot.
- any teacher who detects a fire may, after sounding the alarm and with due regard for personal safety, attempt to extinguish the fire with available fire extinguishers if he/she knows how to use them and the fire is small enough to be controlled readily, but should leave the area and confine the fire by closing the door immediately if there is danger to personal safety.

#### **4. VISITORS TO THE SCHOOL**

The staff member or student who is nearest to a guest workman or a visitor when a fire alarm sounds will assume responsibility for conducting that person out of the building as they themselves move to a safe location.

#### **5. SECRETARIAL RESPONSIBILITY**

Secretarial staff or designate will assist with the evacuation as outlined in the responsibilities listed below:

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- ensure that the most recent back up from the office computer system is taken outside.