



11.0 - Fire Plan

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FIRE SAFETY PLANNING

Notes:

Information that is in bold italics is school specific. This information needs to be added by the school administrator as applicable.

If large scale maps showing portions of the school only are posted in classrooms to indicate emergency exit routes, include a copy of all such maps in this Fire Plan.

The types of fire alarm devices, portable extinguishers and fire hose cabinets within the school can be found in this section of the manual.

Your school must have a copy of their Fire Plan (as defined by the fire code) available to all school personnel, and the Authority Having Jurisdiction in the event of a building inspection. Your plan must be posted at the main entrance to your building. Please contact the Divisional Safety Officer for more information regarding your building specific fire plan.

The Fire Plan must be reviewed at least annually.

The Fire Plan must be updated and distributed when changes in occupancy, renovations, additions, etc. occur.

FIRE PLAN

Of all emergencies that a school may face, fire presents the greatest threat. What we do during the first few minutes of a fire can mean the difference between life and death.

If you discover or suspect a fire (smoke from an undetermined origin):

1. REMOVE all persons from immediate danger.
2. ACTIVATE the building fire alarm system.
3. CONFINE the fire by closing doors and windows.
4. EXTINGUISH the fire providing it is safe to do so.

If you hear the fire alarm sound:

1. Immediately stop what you are doing.
2. Proceed to evacuate the building in accordance with your Evacuation Plan.
3. Do not re-enter the building until the All Clear has been given. The All Clear must be authorized by the most senior Winnipeg Fire Paramedic Services person at the scene.

In accordance with Section 2.8 of the National Fire Code of Canada, all schools must have a current Fire Safety Plan in place. A well-developed and practiced Fire Safety Plan is your first line of defense against an emerging fire.

WHAT TO DO IN CASE OF A FIRE

If you discover or suspect a fire, remember the word **RACE**:

- Remove any persons who may be in immediate danger. Life safety is the first requisite in any fire emergency.
- Activate the building fire alarm by operating the nearest manual fire alarm pull station regardless of the apparent insignificance of the fire. This will alert others in the building to begin the evacuation procedure, and will automatically alert the fire department.
- Confine the area of the fire by closing doors and windows.
- Extinguish the fire, providing it is safe to do so. If it is not possible to extinguish the fire, leave the fire area immediately and evacuate the building.

WHAT TO DO WHEN THE FIRE ALARM SOUNDS

When you hear the fire alarm signal:

- Immediately stop what you are doing.
- Proceed to evacuate the building in accordance with the Evacuation Plan.
- Do not re-enter the building until the All Clear has been given by the most senior Winnipeg Fire Paramedic Services person at the scene.

ALTERNATE PROCEDURES

In the event that the fire alarm system becomes non-operational, the following procedures shall be followed:

- Post a “Fire Alarm Temporarily Out-Of-Service” notice at each manual fire alarm pull station.
- Announce over the public address system: “The fire alarm system is temporarily out of service. If a fire is discovered, contact the office immediately”. Make this announcement at the beginning of the school day, and at 2 hour intervals until the fire alarm system is returned to normal.

If the office is notified about a fire during a fire alarm outage, the person taking the call shall immediately:

- Ask the caller for the location of the fire.
- Dial 9-1-1 and report a fire at [*school name and address*].
- Announce over the public address system: “A fire has been detected at [*state location*]. Please begin evacuation procedures immediately.” Repeat this message 3 times.

In the event that a designated exit becomes unusable due to a hardware malfunction, ice build-up, etc., the following procedures shall be followed:

- Post a “Temporarily Out-Of-Service” notice at the location of the door.
- Designate an alternate exit for classes that would normally use the exit for emergency egress.
- Cover up any illuminated exit lights above the door.
- Alert all teachers of the designated alternate exit.

FIRE SUPPRESSION SYSTEMS – PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers are located throughout the school. Portable fire extinguishers are designed to fight small fires only (e.g. in a wastebasket) and only if the fire is discovered in its early stage. Portable extinguishers are not suitable for large, spreading or established fires. Instead, leave the area immediately, activate the building fire alarm system, confine the fire by closing doors to slow the spread of the fire and smoke, and wait for the fire department to arrive.

Before you begin to fight a fire, be sure of the following:

- You have the correct extinguisher for the type of fire you intend to put out.
- The fire is small and not rapidly spreading.
- Everyone has left, or is leaving, the building.
- The fire alarm system has been activated.
- There is minimal smoke in the room or area of the fire.

Do not attempt to use an extinguisher if:

- You are not sure if you have the right extinguisher.
- The fire is spreading beyond the immediate area where it started.
- You are unsure of the proper operation of the extinguisher.

The type of extinguisher used depends on the Class (type) of fire you are trying to extinguish. Using the wrong extinguisher will not allow you to extinguish the fire, and may actually increase the danger. For example, using a water extinguisher on an electrical fire may result in electrocution.

Fires are classified according to the type of material this is burning. The most common types of fires are:

- Class 'A': Ordinary combustibles (wood, cloth, paper, rubber, plastic)
- Class 'B': Flammable liquid (gasoline, oil, cooking grease, oil-based paint, flammable gas)
- Class 'C': Electrical equipment (wiring, fuse boxes, computer monitors, circuit breakers, machinery, appliances)

There are 3 types of portable fire extinguishers available for small fires.

Stored-Pressure Water Extinguishers:

- Rating: Class 'A' fires only
- Weight: Approximately 25 pounds
- Contents: 2 1/2 gallons of ordinary tap water
- Range: 15-30 feet
- Discharge Time: 30-60 seconds.

CAUTION: DO NOT USE a pressurized water extinguisher on Class 'B', 'C' or 'D' fires.



Carbon Dioxide Extinguishers:

- Rating: Class 'B' and Class 'C' fires only
- Weight: Approximately 15 pounds
- Contents: 5 pounds of Carbon Dioxide under pressure
- Range: 6-8 feet
- Discharge Time: 8 to 10 seconds

CAUTION: Carbon Dioxide is discharged at -70 degrees C. Skin contact may cause frostbite. Use in a confined space use may cause asphyxiation.



Dry Chemical Extinguishers: (most common)

- Rating: Class 'A', Class 'B' and Class 'C' fire (multipurpose)
- Weight: Approximately 7 pounds
- Contents: 5 pounds of dry chemical
- Range: 5-20 feet
- Discharge Time: 10 to 15 seconds

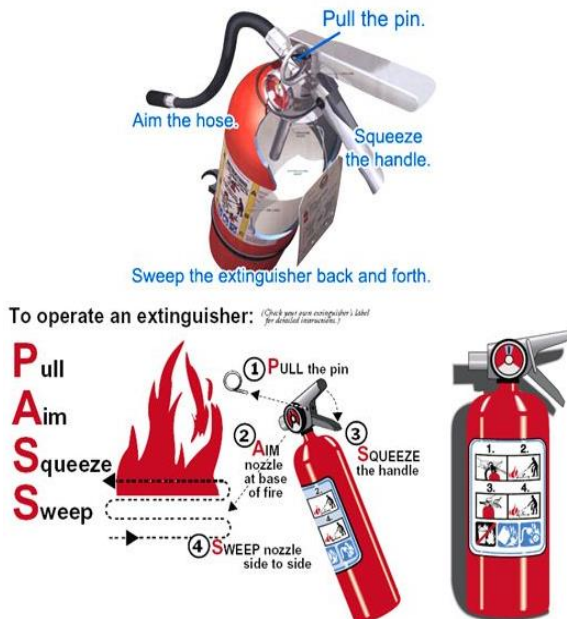
CAUTION: These extinguishers will produce an opaque cloud of fine powder which may obscure vision. Although the powder may cause slight throat irritation when discharged, it is non-toxic and will not cause any permanent damage to your throat or lungs.



USING A FIRE EXTINGUISHER:

Remember the word **PASS**:

- **PULL** the safety pin.
- **AIM** the nozzle, hose or horn at the base of the fire.
- **SQUEEZE** the handle sections together.
- **SWEEP** the extinguishing material across the fire.



Things to Remember When Using an Extinguisher

- Begin fighting the fire from a safe distance. Exposing yourself to extreme heat by being too close to the fire is dangerous and the pressure from the extinguisher may cause the fire to spread. Avoid direct exposure to smoke as much as possible.
- If smoke obstructs your vision or threatens to engulf your escape route, do not attempt to fight the fire.
- Ensure your back is toward an unobstructed exit through which you can escape easily. You must always assume that you may not be able to extinguish the fire you are fighting.
- If the fire does not diminish with your first attack or if anything goes wrong, leave the building immediately and do not return.

CAUTION: Even if you think you have extinguished the fire, it could flare up again. Ensure that the fire department inspects all fire scenes.

INSPECTION & MAINTENANCE OF EXTINGUISHERS:

The Manitoba Fire Code of Canada establishes the standard for inspection and maintenance of fire extinguishers.

Inspection

Extinguisher inspections are conducted by school personnel. An inspection is a “quick check” to give reasonable assurance that the fire extinguisher is fully charged and operable. This is done by verifying that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent its operation. Fire extinguishers should be inspected when they are initially placed in service and thereafter at 30 day intervals.

Inspection Procedures:

- Check to ensure the extinguisher is located in its designated place. Look at the tag or check your extinguisher inventory listing.
- Check to ensure that the extinguisher is visible or has signs to indicate its location.
- Check to ensure that the operating instructions on the nameplate are legible and facing outward.
- Check to ensure that the safety seal is in place.
- Check ‘fullness’ of Carbon Dioxide extinguishers by weighing or “hefting”.
- Examine the extinguisher for obvious physical damage, corrosion, leakage or clogged nozzle.
- Check that the pressure gauge (if equipped) is reading in the operable range or position.
- Keep a record of inspections, including those found to require corrective action. The record should include the date the inspection was performed, and the name of the person conducting the inspection.

Maintenance

Extinguisher maintenance is done by service agencies acceptable to the City of Winnipeg. Maintenance intervals begin on the date of manufacture. In addition to recharges and repair of mechanical damage, required maintenance includes:

Pressurized Water Extinguishers

- Hydrostatic test of cylinder every 5 years

Carbon Dioxide Extinguishers

- Hydrostatic test of cylinder every 5 years

Dry Chemical Extinguishers

- 6-year maintenance (inspection of internal parts)
- Hydrostatic test of cylinder every 12 years

For all extinguishers removed from the school for servicing, the Service Agency will provide a 'loaner' of equal or better rating. All loaners must be securely mounted and clearly identified as a loaner.

Upon completion of extinguisher maintenance (including recharges after use), the service agency must update the extinguisher tag or label indicating the type and date of maintenance, and the name of the person or agency who performed the service. If an extinguisher is overdue for maintenance, it is the responsibility of the school to arrange for the required maintenance.

For servicing of portable fire extinguishers, contact:

[Name of Service Agency]

[Address]

[Telephone Number]

FIRE SUPPRESSION SYSTEMS – STANDPIPE SYSTEM

The school is equipped with a standpipe fire suppression system, which consists of water piping and fire hose cabinets. The water is drawn from the city water main, and the pressure in the system is typically maintained at [number] psi. External connections are provided for fire department vehicles if additional water pressure is required for firefighting. Fire hose cabinets are located throughout the school. Hose length is determined by the distance between cabinets, and ranges from 50 to 100 feet.

Refer to Appendix B for locations of fire hose cabinets and external fire department connections.

The use of a fire hose requires a minimum of 2 persons – one person to operate the water control valve in the cabinet and a second person to operate the discharge nozzle at the fire. Fire hose must be completely removed from its mounting rack, and be free of kinks or sharp turns prior to opening the control valve.

Fire hose should be used by trained personnel only as improper use can result in personal injury.



Inspection and Maintenance of Standpipe Systems

The Manitoba Fire Code of Canada establishes the standard for inspection and maintenance of standpipe systems.

Inspection

Standpipe system visual inspections are conducted by school personnel. An inspection is a “quick check” to give reasonable assurance that the fire hose is properly connected and water is available in the standpipe. This is done by verifying that the hose is in its designated place, that it has not been tampered with and that there is no obvious or

physical damage or condition to prevent its operation. Fire hose should be visually inspected when they are initially placed in service and thereafter at 30 day intervals.

Inspection Procedures:

- Check to ensure the fire hose is located in its designated place.
- Check to ensure that the fire hose is properly raked within the cabinet.
- Check to ensure there is no water in the hose immediately below the connection to the valve.
- Examine the hose for obvious physical damage, rotting or clogged nozzle.
- Check that the standpipe pressure gauge is showing the applicable system pressure.
- Check the hose nozzle to ensure it opens and closes properly.
- Check to ensure the hose is securely connected to the control valve (hand tighten only).
- Check to ensure that there is no debris in the cabinet, and that the cabinet door opens, closes and latches properly.
- Check to ensure that fire hose cabinets are not obstructed.
- Check to ensure that all external fire department connections are capped and unobstructed. Remove any vegetation around these connections and ensure that “No Parking” signs are posted at the location of the connection.
- Keep a record of inspections, including those found to require corrective action. The record should include the date the inspection was performed and the name of the person conducting the inspection.

Maintenance

Standpipe system maintenance is done by service agencies acceptable to the City of Winnipeg. Maintenance intervals begin on the date of manufacture. In addition to drying fire hose after use, and repair of mechanical damage, required maintenance includes:

- Annual test of all water control valves.
- Annual removal of all fire hoses from their mounting racks, rolling them out to their complete length, inspection for mildew and rot, and re-racking the fire hose so the folds occur at different parts of the hose.
- Hydrostatic test of each fire hose after every 5th year of service. The service agency is required to connect a ‘loaner’ hose of similar length for each hose taken out of service for this testing. Loaner hose does not have to be racked but must be identified as a loaner.
- Full system water flow test every 5th year of service.

Upon completion of standpipe maintenance, the service agency must update the hose tag or label indicating the type and date of maintenance, and the name of the person or agency who performed the service. If a fire hose is overdue for maintenance, it is the responsibility of the school to arrange for the required maintenance.

For servicing of standpipe systems, contact:

[Name of Service Agency]

[Address]

[Telephone Number]

FIRE SUPPRESSION SYSTEMS – SPRINKLER SYSTEMS

The school may be equipped with a full or partial automatic sprinkler system. Sprinkler systems include piping, control valves and water discharge heads (“sprinkler heads”), and are intended for protection of the building and its contents. Each sprinkler head operates independently – sprinkler activation in one area of the building does not cause all other sprinkler heads to operate. A typical sprinkler head will automatically open and discharge water when the temperature at the head reaches 165 F. Water is discharged at approximately 25 gallons per minute, depending on system pressure. Operation of a sprinkler head will activate the fire alarm system.

Sprinkler heads may accidentally discharge if subjected to mechanical damage (hit with a mop handle, for example).

Sprinkler systems that have been activated as a result of fire may not be turned off until authorization is given by the most senior fire department person on the scene.



Inspection and Maintenance of Sprinkler Systems

The Manitoba Fire Code of Canada establishes the standard for inspection and maintenance of sprinkler systems.

Inspection

Sprinkler system visual inspections are conducted by school personnel. An inspection is a “quick check” to give reasonable assurance that the sprinkler will operate if required. This is done by verifying that the sprinkler heads have not been tampered with, that there is no obvious or physical damage or condition to prevent their operation and that they are not obstructed. Sprinklers should be visually inspected when they are initially placed in service and thereafter at 90 day intervals.

Inspection Procedures:

- Check to ensure that each sprinkler head shows no obvious signs of damage.
- Check to ensure that each sprinkler head has a minimum of 18 inch clearance below and beside the head.
- Check that the sprinkler pressure gauge is showing the applicable system pressure.
- Check to ensure that all water control valves are locked in the open position.
- Check to ensure that all external fire department connections are capped and unobstructed. Remove any vegetation around these connections and ensure that “No Parking” signs are posted at the location of the connection.
- Check to ensure that spare sprinkler heads are available at the school.
- Keep a record of inspections, including those found to require corrective action. The record should include the date the inspection was performed and the name of the person conducting the inspection.

Maintenance

Sprinkler system maintenance is done by service agencies acceptable to the City of Winnipeg. Maintenance intervals begin on the date of manufacture. Required maintenance includes:

- Annual visual inspection of all sprinkler heads.
- Replacement of all sprinkler heads that are over 50 years old.
- Annual inspection and test of all water control valves.
- Annual water flow test using the sprinkler Inspector’s Station.

For servicing of sprinkler systems, contact:

[Name of Service Agency]

[Address]

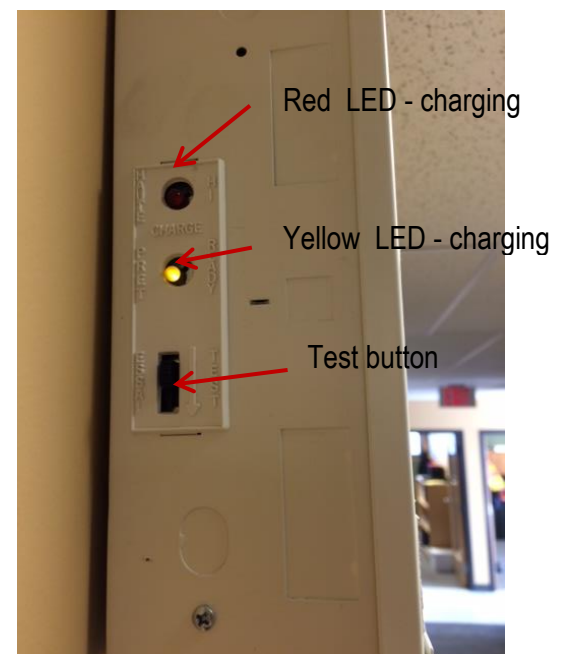
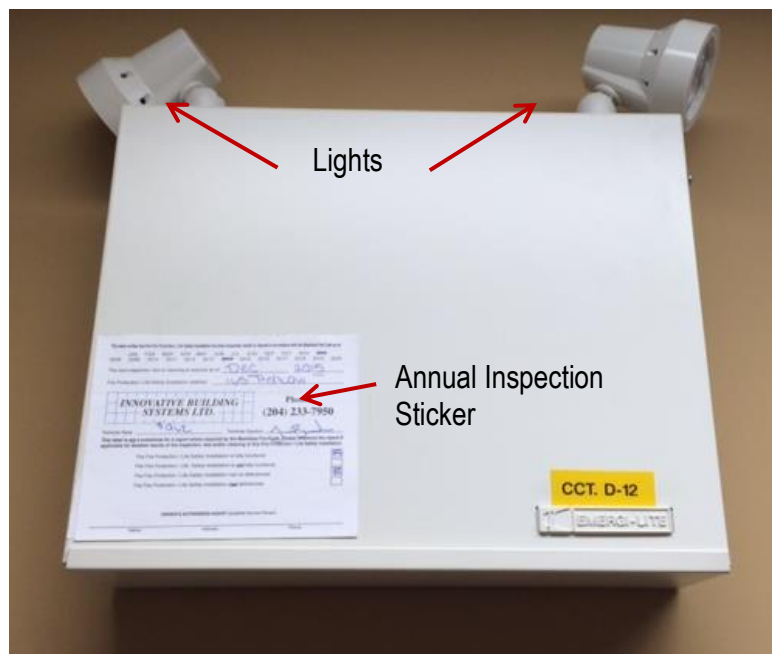
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EMERGENCY LIGHTING

MONTHLY EMERGENCY LIGHTING INSPECTION PROCEDURE

Under **NFPA 101**, (Life Safety Code), all emergency lighting must be inspected monthly. In order to keep emergency lighting ready for action and in top condition, the visual inspection should verify that:

- ☐ terminal connections are clean and free of corrosion.
 - ☐ battery surface is clean and dry.
 - ☐ pilot lights are functioning and not obviously damaged or obstructed.
 - ☐ red/yellow/green LED lights are illuminated. Yellow – indicates the battery is ready. Red – illuminates when battery is charging. Green light illuminates when the test button is pushed (not on all devices).
- Note: Not all emergency lighting have LED lights and test buttons. Some lights have common battery packs that are tested by turning off the breaker.
- ☐ 30 Minute Battery-life Check – unplug or if directly wired, turn off the breaker. The lights should come on immediately and last a minimum 30 minutes. Plug back in/turn on breaker and recharge batteries.
 - ☐ Annual Inspection sticker has the current inspection date (within the last year).
 - ☐ all emergency exit signs are illuminated. If not – replace bulbs or submit a service request.



FIRE PREVENTION & FIRE SAFETY

The prevention of fires and the maintenance of a fire safe environment is an individual as well as a collective responsibility. Fire hazards and/or unsafe activities shall be reported to the principal and the site-based Workplace Safety & Health Committee immediately upon discovery.

The following procedures shall be followed at all times:

- ☐ Smoking is prohibited in accordance with Divisional Policy GBED "Smoke Free Workplace".
- ☐ The transport, use, storage and disposal of flammable materials shall be done in accordance with WHMIS Regulations.
- ☐ Gas shutoff valves shall be locked off/secured when not in use.
- ☐ Activities requiring the use of an ignition source (match, lighter, spark, hot works, etc.) shall be conducted in an approved space under the supervision of a teacher.
- ☐ The use of electrical extension cords shall be restricted to temporary use only. Extension cords shall not be run through doorways, through ceilings or across floors where they may present a trip hazard. Extension cords shall be CSA approved.
- ☐ A clear, unobstructed corridor width of 1100 mm (44 in.) shall be maintained at all times. Corridors shall not be used for storage of equipment, surplus materials, trash, recycling boxes, etc.
- ☐ Do not obstruct manual fire alarm pull stations, portable extinguishers or fire hose cabinets.
- ☐ Do not store combustible materials (boxes, chairs, desks, paper, etc.) in service rooms (boiler room, electrical room and mechanical room).
- ☐ Do not store combustible materials in crawlspaces or attic spaces.
- ☐ Do not use wedges or other non-approved devices to hold open doors in fire separations.
- ☐ Ensure that artwork and teaching materials displayed in classrooms and corridors does not exceed divisional guidelines (20% of total wall surface in classrooms/5% of total wall surface in corridors and other means of egress).
- ☐ Do not allow unattended vehicles to obstruct fire department access lanes.
- ☐ Keep all means of egress free of snow, ice and other obstructions.
- ☐ Ensure through periodic testing that all corridor fire separation doors close and latch when released.
- ☐ Ensure that corridors are properly illuminated when the building is occupied.
- ☐ Replace burnt out exit lights as required.

INSTRUCTIONS RELATING TO FIRE ALARMS AND FIRE DRILLS

To ensure the safety of students and staff in case of fire, three things are essential:

- ☐ Fire alarm and fire escape systems are in good working order, with full knowledge by the staff of how to use them.
- ☐ A definite procedure to be followed in case of fire.
- ☐ Adequate drill to ensure prompt and certain action when alarm is given.

The following Regulation will govern the practice of the schools in these matters:

Fire Alarms and Fire Escapes:

- ☐ All members of the teaching and custodial staff must be familiar with the exact location of fire alarm stations in their respective schools and must know how to turn on an alarm in case of fire and how to proceed subsequently.
- ☐ An auxiliary system (e.g. hand bells) must be provided in case the automatic fire alarm system fails.
- ☐ The fire alarm system must not be used for any purpose other than the fire drills or alarm in case of fire. The “drill” switch must be used for fire drills and for testing fire alarm bells. The fire alarm system must be tested by the caretaker each morning at least half an hour before school assemblies to ensure that all bells are in working order.
- ☐ The caretaker must examine fire escapes and exits each morning before school assemblies and see that all doors open freely and that all platforms and stairs are cleared of ice, snow and other obstructions.
- ☐ The principal shall, at the beginning of the school term, make provision for some other member of his staff to control fire drills in case of his (or her) absence and to assume all other duties of the principal in case of fire. Such person in a school should be familiar with the general regulations regarding fire and the supplementary regulations for the school in which he (or she) is acting.
- ☐ Special attention should be given to beginning students, to students suffering from physical and mental handicaps, and to students enrolled in visiting classes.
- ☐ Some person or persons should be delegated to see that every room is emptied (including cloak rooms, washrooms and basements).

Procedure to be Followed in Case of Fire:

- ☐ Immediately after the discovery of a fire, the school alarm must be activated. Automatic and manual fire alarms must be reported by telephone by dialing “911”.
- ☐ All persons not engaged in directing the evacuation of the building shall evacuate the building in accordance with the established fire drill procedure.
- ☐ The operating staff shall leave all exhaust fans operating and be available to assist the fire department, if requested, to shut down equipment. Teachers shall shut off all gas valves and other equipment in their charge when fire alarm bell sounds.
- ☐ Employees not engaged in directing the evacuation of the building shall use fire extinguishers if the fire is insipient or small, provided this can be done without endangering the person using them or others.
- ☐ Contact the Superintendent’s Department (204.488.1767) who will dispatch support resources (school buses, etc.).

Fire Drills:

- ☐ Fire drills have as their purpose the development of system, discipline and control in an emergency.
- ☐ Drills should always come unexpectedly. The fire alarm must always be obeyed. Reasonably prompt emptying of the school is important. No running or talking should be tolerated.
- ☐ In schools where students or teachers remain during noon recess, the principal must make provision for appropriate procedure in case of fire or fire alarm.
- ☐ No person may be excused from taking part in fire drills. (This regulation applies to caretakers and workmen as well as to students and teachers.)
- ☐ Any activation of the fire alarm system must be obeyed. No person taking part in a fire drill in a school shall be permitted to take with him any article of clothing or other possession not on his person at the time of the fire alarm.
- ☐ Employees not engaged in directing the evacuation of the building may be assigned tasks such as carrying out emergency blankets in cold weather. This must be designated in the school's fire plan.
- ☐ Before exiting the classroom check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- ☐ The teacher shall take a classroom "go-kit" that includes a class list and contact information. The teacher shall close but not lock the classroom door, leaving the lights on, after the last student has exited.
- ☐ Students are to remain with their teachers at a safe distance from the building. Before the recall signal is given teachers must ensure that they have accounted for the students in their charge.
- ☐ When a fire alarm is given, any child who has left his classroom for any reason, whether he is in the school or on the playground, shall go directly to meet his class at the station appointed for roll call instead of returning to his classroom. Students are to be instructed concerning this regulation.
- ☐ Instructions noted under "Fire Alarms and Fire Escapes" apply to all fire drills.
- ☐ Fire drills shall be held at least ten times in each school year. Form 6-2 (Fire Drill and Fire Alarm report) is to be completed and filed at the school for a minimum of 5 years.
- ☐ In schools equipped with fire escapes, they are to be used in fire drills.
- ☐ From time to time, a drill shall be conducted as if a normal exit were blocked.

Supplementary Instructions:

- ☐ Principals are to develop specific fire plans and file them with the divisional office at the beginning of each school year.
- ☐ Exit routes shall be posted near the exit doors of all rooms used by students for study or instruction. (This includes auditoriums and gymnasiums.)

FIRE DRILL PROCEDURE

The Safe Schools Regulation (Section 7) and the Manitoba Fire Code require schools to conduct fire drills **10 times** during the school year. Conducting a fire drill within the first two weeks of school and then once a month for the remainder of the school year is the best way to ensure that staff and students are trained at the beginning of the school year and that the plan will work in all weather conditions. The plan must also include information on what to do during adverse or extreme cold weather scenarios as serious injuries can occur, such as hypothermia and frostbite, if schools are not properly prepared. Reminder: at least half of the school year occurs during cold weather.

The purpose of a fire drill is to:

- ensure that all staff and students are aware of their designated exits during an actual fire.
- ensure that all life-safety equipment functions as intended.
- observe and correct any problems with the current procedure.

The first fire drill of the school year may be a 'silent' drill. During this drill, teachers shall explain and review the procedure with their students. This review shall include at least the following:

- how to identify the signal used to indicate fire or potential fire;
- what students are expected to do when they hear the fire alarm signal;
- evacuation procedure from their classroom;
- designated outdoor meeting location;
- "All Clear" signal.

THE FIRE DRILL:

Fire Drills shall be scheduled in advance by the principal or designate. The following procedures shall be followed on the day of a scheduled fire drill:

Principal Responsibilities:

- ☐ Notify the caretaker that you would like to initiate a fire drill.
- ☐ Notify staff when the fire drill will take place.
- ☐ When the alarm sounds, start the timer and evacuate the building.
- ☐ Call the Pembina Trails emergency notification line and report the drill.
- ☐ Proceed to the muster site and assemble students and staff.
- ☐ When all attendance has been received and all students are out of the building, notify the caretaker that the drill is completed.
- ☐ Complete the Fire Drill Report and maintain on site for at least two years.

Secretary Responsibilities:

- ☐ Cease all activities.
- ☐ Grab purse and keys.
- ☐ Take the school "Go Kit", visitor/student/staff logbook.
- ☐ Exit the building via the closest exit and proceed to the muster site.
- ☐ Receive attendance forms from teachers/designate.
- ☐ Take staff attendance.
- ☐ Notify the principal of any missing students/staff.

Caretaker Responsibilities:

- ☐ Telephone the central monitoring agency (XL Alarms 204.231.1072) immediately prior to the drill and advise that a fire drill is about to take place.
 - Document the time, date and the name of the operator you are speaking with.
 - Advise the monitoring company that a fire drill is about to take place.
 - Let them know you will call back once the fire drill has been completed.
- ☐ Determine which fire alarm pull station will be activated. Pull stations shall be randomly selected so that a different station is activated during each fire drill.
- ☐ Activate the fire alarm by pulling the bar into the downward position.
- ☐ Evacuate the school and wait at the main doors.
- ☐ Once the school has completed the evacuation, silence the alarm and reset the fire alarm system. Once the fire alarm has returned to normal status, telephone the central monitoring agency.
 - Document the time, date and the name of the operator you are speaking with.
 - Advise that the fire drill has been completed and verify that the alarm signal was received.

Teachers & EA Staff/Volunteers:

- ☐ Instruct students to immediately cease all activities.
- ☐ Line up students at classroom door.
- ☐ Instruct students how to check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- ☐ Take the classroom go-kit/attendance folder (keys, purse, and medication).
- ☐ Close the classroom door and leave lights on.
- ☐ Proceed to evacuate the building through the designated exit(s).
- ☐ Lead students to designated area at the muster site next to the school
- ☐ Take student attendance using the attendance form, ensuring eye contact is made with each student.
- ☐ Mark any student(s) who is/are absent on the attendance form.
- ☐ Notify the principal immediately if a student was left behind for rescue.
- ☐ Assign a student to 'run' the attendance form to principal or designate.
- ☐ Non-homeroom staff are to report to designated homerooms to assist with supervision of students.
- ☐ All staff will remain with students until the 'All Clear' is announced by the principal and/or designate (three short bells will indicate it is safe to enter the building). Teachers and students shall return to their classrooms.
- ☐ In the event of cold or adverse weather conditions staff shall:
 - hand out emergency blankets;
 - huddle 2-3 students together ensuring bodies/heads are covered;
 - huddle class together with adults supporting around the exterior of the group huddle;
 - non-homeroom staff/supporting adults should collect as many coats as possible from the hallway hooks on the way outside; distribute coats to students;

- when the temperature reaches -27 or colder, enable a coats-on-chairs policy.

EA Staff with Students with Special Needs:

- ☐ Instruct students to immediately cease all activities.
- ☐ Allow the class to clear the room and proceed at the end of the line.
- ☐ Proceed to evacuate the building through the designated exit(s).
- ☐ Lead students to the designated area at the muster site next to the school.
- ☐ If the school is a multi-story school and the student is not on the main floor, proceed to the nearest stairwell or designated fire compartment and await rescue by fire fighters.
- ☐ If your school has an evacuation chair or blanket, ask for assistance and retrieve the device.
- ☐ Transfer the student to the device with a second adult and evacuate the school via the stairwell.
- ☐ Proceed to the muster site and notify the principal you are out of the building.
- ☐ In the event of cold weather, wrap the student in blankets to keep warm.

Student Responsibilities:

- ☐ Immediately stop what they are doing.
- ☐ Cease talking.
- ☐ Line up, in an orderly fashion, at the classroom door.
- ☐ Proceed to evacuate the building through the designated exit(s).
- ☐ Proceed in a calm, orderly manner (no running or pushing).
- ☐ Walk to the designated muster site in an orderly fashion.
- ☐ Line up with their homeroom teachers in the designated spot at the muster site.
- ☐ Remain calm, quiet in designated spot.
- ☐ In the event of cold weather:
 - Huddle together with 2-3 other students and wrap a blanket around yourselves. Ensure your body and heads are covered.
 - If coats-on-chairs policy was enabled, grab coat and put it on once you've evacuated the building.
- ☐ Respond in a loud, clear voice to report presence.
- ☐ Once the 'All Clear' is given, re-enter the building in a calm, orderly fashion through the doors they exited from.

COLD WEATHER FIRE DRILL PROCEDURES:

1. Follow the procedures listed above for a typical fire drill.
2. Pupils and staff must be instructed not to gather belongings to take outside during the fire drill. In elementary schools, drills can be conducted right after recess so that students already have their jackets on. However, drills should be conducted once or twice a year during cold weather without jackets so that all possible scenarios can be accounted for.
3. In the event of extreme cold weather determine where and how you will manage the students and staff that do not have jackets/that cannot re-enter the school and that must be protected from the cold.
 - Do you have a cold weather evacuation site?
 - Can you call transportation for buses? Remember that this will take time. How do you protect staff/students until buses get there?
 - Can you use staff vehicles to keep students warm? Will all the students fit?
 - Can you use cold weather tarps?
 - Does your "go-kit" have blankets for students to use?

- How will daycare students be protected from cold weather?

Reminder: Cold weather drills should be practiced in full and include exactly what you would do in a real situation in order to account for all possible scenarios.

IN THE EVENT OF A FIRE

All staff are trained on how to respond in the event of a fire. Any staff discovering fire or smoke will:

- ☐ immediately stop what you are doing;
- ☐ pull the nearest fire alarm;
- ☐ remove all persons from immediate danger;
- ☐ assign a staff member to call 911;
- ☐ report the fire to the principal, or call 911 if conditions require and/or injured are in need of medical assistance;
- ☐ staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes in accordance with your Evacuation Plan to the muster/assembly areas.
- ☐ confine the fire by closing (not locking) doors and windows;
- ☐ extinguish the fire providing it is safe to do so;
- ☐ no one may re-enter building(s) until it is declared safe by the fire department.

Once emergency services arrive (fire department), it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

RESPONSIBILITIES:

Principal/Vice-principal/Designate:

- ☐ Call or direct staff to call 911 [insert the actual sequence to dial 9-1-1 from your phone system] to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, if any staff or students are injured, state the building is being evacuated and identify the location of the school muster/assembly site.
- ☐ Activate an EVACUATION.
- ☐ Ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the fire.
- ☐ Notify the division office and institute communications plan.
- ☐ Direct office staff to take the visitor log, student sign-out sheet and the critical incident response documents, floor plans, information, items, supplies to the designated school command post.
- ☐ Designate staff to obtain student roll call from teachers and identify any missing students.
- ☐ Upon consultation with Superintendent, fire department and law enforcement officials, and if necessary due to unsafe conditions, direct an off-site evacuation to a designated primary relocation center.

Evacuation site: _____

Contact name and phone number: _____

Once emergency services arrives (fire department), it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

- ☐ If relocation occurs, activate FAMILY REUNIFICATION.
- ☐ If relocation is not necessary, provide information on plan to return to the building and resumption of normal operations.
- ☐ Do not allow staff and students to return to the building until the fire department or emergency Incident Commander with jurisdiction over the scene has determined that it is safe to do so and given the "All Clear".
- ☐ Notify staff of the status of the emergency, if they can return to the building and when normal operations can resume.

Teachers/Staff:

- ☐ When the fire alarm sounds, instruct students to immediately cease all activities.
- ☐ Check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- ☐ Take the class roster and first aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated assembly area(s).
- ☐ Use alternate escape routes if the regular route is blocked or if there is a safety hazard.
- ☐ Assist or designate others to assist students with functional needs.
- ☐ Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
- ☐ Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the principal and/or emergency Incident Commander at the scene.
- ☐ Keep class together and wait for further instructions.
- ☐ Remain in safe area until the "All Clear" signal has been issued.
- ☐ No one may re-enter building(s) until it is declared safe by the fire department.

Custodial:

- ☐ When the fire alarm sounds, immediately stop what you are doing.
 - Check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- ☐ Evacuate the building using the nearest escape routes.
- ☐ Contact Barry Hamilton at 204.612.5910.
- ☐ Check in with the principal/vice-principal/designate.
- ☐ If it is safe to do so, proceed to the fire alarm panel and determine the source of the alarm.

- ☐ Do not silence the alarm as it will be done by the fire department.
- ☐ Wait for emergency services to arrive and direct them to the fire panel.
- ☐ Provide information on emergency shut-offs and fire department connections.
- ☐ Support and cooperate with the fire department.
- ☐ Return to the muster site to await instructions from the principal/vice-principal/alternate or Facilities & Operations staff.

Secretary:

- ☐ When the fire alarm sounds, immediately stop what you are doing.
 - Check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- ☐ Cease all activities.
- ☐ Take the school Go Kit, visitor / student / staff logbook.
- ☐ Exit the building via the closest exit and proceed to the muster site.
- ☐ Receive attendance forms from Teachers / designate.
- ☐ Take staff attendance.
- ☐ Notify the principal of any missing students / staff.

EA Staff with Students with Special Needs:

- ☐ When the fire alarm sounds, instruct students to immediately cease all activities.
- ☐ Check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- ☐ If part of a class, allow the class to clear the room and proceed at the end of the line.
- ☐ Proceed to evacuate the building through the designated exits.
- ☐ Lead students to the designated area at the muster site next to the school.
- ☐ If the school is a multi-story school and the student is not on the main floor, proceed to the nearest stair well or designated fire compartment and await rescue by fire fighters.
- ☐ If your school has an evacuation chair or blanket, ask for assistance and retrieve the device.
- ☐ Transfer the student to the device with a second adult and evacuate the school via the stairwell.
- ☐ Proceed to the muster site and notify the principal you are out of the building.
- ☐ In the event of cold weather, wrap the student in blankets to keep warm.

Student Responsibilities:

- ☐ When the fire alarm sounds, immediately stop what they are doing
- ☐ Cease talking
- ☐ Check the door:
 - Using the back of the hand, feel the doorknob and the cracks around the door for heat.
 - If the doorknob feels cool, it's safe to open the door a little and peek out.
 - If you don't see any smoke, go out the door and evacuate the building.
 - If the space around the door feels warm it may mean fire is near the door. Use the second way out...most likely a window or an alternate exit if you can get to one safely.
- ☐ Line up, in an orderly fashion, at the classroom door
- ☐ Proceed to evacuate the building through the designated exit/s
- ☐ Proceed in a calm, orderly manner (no running or pushing)
- ☐ Walk to the designated muster site in an orderly fashion
- ☐ Line up with their homeroom teachers in the designated spot at the muster site
- ☐ Remain calm, quiet in designated spot.
- ☐ In the event of cold weather:
 - Huddle together with 2-3 other students and wrap a blanket around yourselves. Ensure your body and heads are covered.
 - If a coat on chairs policy was enabled, grab the coat and put it on once you've evacuated the building.
- ☐ Respond in a loud, clear voice to report presence
- ☐ Once the 'All Clear' is given, re-enter the building in a calm, orderly fashion through the doors they exited from.

FAMILY REUNIFICATION PROCEDURES

PURPOSE:

The Family Reunification Procedure is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

RESPONSIBILITIES:

A. Principal/Vice-principal/Designate:

After consulting with an emergency Incident Commander (police, fire or other emergency official), if applicable, determine the appropriate pre-designated relocation site(s). Follow pre-determined procedures for releasing students.

Notify a contact person at the relocation site(s) to prepare for arrival of students.

Designate a Reunification Site Commander.

Request the division office to send personnel to staff the reunification site(s).

Follow pre-determined parental notification procedures such as phone trees, local media channels, automated alert system, cell or text messaging, etc.

B. Reunification Site Supervisor:

- ☐ Establish a command post.
- ☐ Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- ☐ Check identification of all non-uniformed personnel who arrive to assist.
- ☐ Secure a holding area for arriving students and staff away from waiting family members.
- ☐ Set up an adult report area for parents/guardians to sign-in and to check identification.
- ☐ Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- ☐ Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- ☐ Set up a media staging area and notify the school media liaison of the location.
- ☐ Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- ☐ Only release students to authorized persons after checking proof of identity and signing a student release form. Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

C. Teachers:

- ☐ Provide a list of evacuated students to the reunification site staff upon arrival.
- ☐ Ensure special needs students and staff are assisted.
- ☐ Request help if needed.
- ☐ Follow the instructions of the Reunification Site Commander or designated staff and/or assist in staffing the site.

OTHER PROCEDURES

- ☐ Outline procedures for releasing students.
- ☐ Maintain current student and staff emergency information that details special needs, such as medical or custody issues.
- ☐ Store information in a secure and readily accessible location. Outline parental notification methods.

APPENDIX A – LOG SHEETS

EVACUATION / FIRE DRILLS

Date	Pull Station Location / Number	CONDITION		Evacuation time	Initials
		Satisfactory	Unsatisfactory		
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Pembina Trails School Division
Miscellaneous Life Safety System Inspection/Test Log

School: _____ Year: _____

FIRE ALARM SIGNALS: Monthly test of all audible and visual fire alarm signaling devices.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

SPRINKLER/STANDPIPE WATER CONTROL VALVES: Monthly inspect all non-monitored valves (no tamper switch connected to fire alarm system) and unlocked valves to ensure they are open.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

EYEWASH STATIONS: Monthly inspect all portable eyewash stations to ensure container is full. Test all permanent eyewash stations (run for 5 minutes).

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

DOORS EQUIPPED WITH AUTOMATIC HARDWARE: Monthly test all fire doors equipped with automatic releasing hardware to ensure they fully close and latch. Test all exit doors that are equipped with manual and/or automatic unlocking hardware to ensure doors can be unlocked during an emergency.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Year: _____

TEST
<input type="checkbox"/> Transfer to battery power (unplug unit)
<input type="checkbox"/> Charging system

[illegible]

