



---

---

**SCHOOL DISTRICT NO. 64**

**PROCEDURE 3051  
Fire Management and Response**

*“Inspire learners, Integrate sustainability,  
Involve community”*

---

---

Section: Health and Safety

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

---

1. The school principal or designate is to:
  - a. have all corridors and stairs checked daily to ensure that doors are free to open and that no obstructions exist;
  - b. ensure that
    - i. fire extinguishers remain visible and readily accessible;
    - ii. emergency exit routes from each classroom or learning area are posted and remain visible;
    - iii. emergency telephone number for the fire department is prominently displayed near all telephones in the school;
    - iv. phone numbers of emergency personnel, class lists, and student emergency contact information are readily available in a format that lends itself to removal from the building, in conjunction with an evacuation.
  - c. ***ensure that evacuation fire drills are held at least three (3) times in each school term.***
2. The school principal or designate will ensure that students and staff are made aware of appropriate ways to plan and prepare for the possibility of fire; and trained in ways to respond appropriately, as follows:
  - a. within the first week in session of each school year, the school principal shall review with all employees’ fire drill procedures specific to that location.
  - b. fire drill procedures must be clearly communicated verbally and in writing
  - c. fire drill procedures must be reviewed regularly (ideally in early October) with teachers, support staff and students, and updated as necessary.
  - d. teachers shall have a copy of the approved fire drill procedure specific to that location, and review this with students.

- e. teachers will emphasize to students that the response in both fire drill and actual fire situations are identical.
  - f. teachers shall make provision for the special care of any students who may be physically or mentally incapable of proceeding to the exits.
  - g. a teacher may appoint one or more students from the class to act as monitors in the event of a fire alarm. These monitors will check to ensure that no children remain in the classroom or cloakroom in the event of an alarm or fire.
  - h. students outside the classroom and still in the building must go to the nearest corridor and join with any class or, if close to an exit, shall leave the building and report to their particular class outside the building.
  - i. after the check, the monitors will report to the teacher and then take their places with the rest of the class.
  - j. the principal or person in charge must notify the school Security Company and local fire department, prior to activating a fire alarm for drill purposes.
3. Any teacher, who leaves a class unattended, must notify the person in charge of the nearest classroom, who will then become responsible for the unattended class and will be required to take charge of both classes in the event of a fire alarm.
4. The following procedure has been approved by the Fire Commissioner and is for use in all district schools:
- a. When the fire alarm is given, the teacher is to give the warning fire drill. All instructions and activity must stop, machinery should be shut down, gas-and-oil-burning apparatus and appliances other than those used for heating the building should be shut off, and the students should remain still and quiet to await further orders.
  - b. The teacher is to give the command **STAND**. Students should stand and remain silent. The teacher then takes the class register or attendance list and keeps possession of it until the end of the drill.
  - c. The teacher will open the classroom door, determine the route to be taken, and give the command **MARCH**. The teacher will then supervise the class out of the building in an orderly manner, to a predetermined point of safety. Students will remain in formation until dismissed by the principal or person in charge.

**References/Resources:**

- <http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/fire-safety/guidelines-bulletins-position-papers/bulletins/school-fire-drills>
- [\*Fire Services Act\* s. 31 \(2\) \(h\)](#)
- BC Fire Code, Fire Safety Plan
- Fire Safety Plan Template on district website
- Fire Log Book 291, for helpful inspection templates