

| | |
|---|--------------------------|
| <p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p> | <p>Code: EBCB</p> |
|---|--------------------------|

FIRE DRILLS

Fire drills shall be held regularly as required by regulations under Provincial Statute (1). Procedures for fire drills shall be developed by each school and posted in each classroom and every student and staff should be familiar with them.

Rules governing fire prevention and safety in public schools shall be observed by all members of the school staff.

A. Rules relating to fire alarms and fire drills

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

1. Fire alarm and fire escape systems in good working order, with full knowledge by the staff of how to use them.
2. A definite procedure to be followed in case of fire.
3. Adequate drill to ensure prompt and certain action when alarm is given.
4. Conducting ten fire drills per year.

The following regulations will govern the practice of the schools in these matters.

B. Fire alarms and fire escapes

1. All members of the teaching and custodial staff must be familiar with the exact location of fire alarm stations in their respective schools, must know how to turn in an alarm in case of fire, and how to proceed subsequently.
2. The fire alarm system must not be used for any purpose other than fire drills or alarm in case of fire.
3. The custodian must examine fire escapes and exits each morning before school assembles and see that all doors open freely and that all platforms and stairs are cleared of ice, snow, and other obstructions.

| | |
|---|--------------------------|
| <p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p> | <p>Code: EBCB</p> |
|---|--------------------------|

5. Special attention should be given to beginning students, to students suffering from physical and mental handicaps, to students enrolled in visiting classes.
6. Some person or persons should be delegated to see that every room is emptied and door closed.
7. Principals should develop a contingency plan in the event that an alarm sends students outside in very cold weather.
8. When school alarms are sounded accidentally or in connection with fire drills, the fire department should be notified by telephone immediately.

C. PROCEDURE TO BE FOLLOWED IN CASE OF FIRE

1. Immediately after the discovery of a fire, the school alarm must be sounded.
2. All persons not engaged in directing the evacuation of the building or in extinguishing small fires, shall leave the building, in accordance with the established fire drill procedure.
3. The custodial staff shall leave all exhaust fans operating, and be available to assist the fire department, if requested, to shut down equipment. Teachers in labs/science rooms shall shut off all gas valves and other equipment in their charge when the fire alarm bell sounds.