

## **FIRE SAFETY AND DRILLS**

### **Background**

The Division believes that proper planning, drill, and prevention are necessary to ensure that students and staff can be evacuated quickly and safely from school buildings in the event of an emergency.

### **Procedures**

1. Each Principal shall establish, maintain, and post a plan for the safe and quick evacuation of the school building in emergency situations.
2. The plan shall be reviewed with the staff at the beginning of each school year.
3. Directions shall be posted in each room indicating the evacuation route to be taken by the occupants of the room.
4. Students will be informed at the start of the school year about the details of the emergency evacuation procedures.
5. Each Principal should prepare an evacuation plan which identifies nearby buildings to which students can be taken in case of inclement weather.
6. Each Principal shall conduct a minimum of six fire drills in a school year (*Fire Prevention Act*).
7. A record shall be kept by the Principal listing the dates and times of all fire drills.
8. All personnel and students shall vacate the building during a drill.
9. All hallways, emergency exits, and regular entrances shall be kept clear of furniture and other equipment which might impede a quick and easy exit.
10. All panic hardware shall be maintained in good working order and all exits must be kept unlocked in such a way as to allow use of the exit.
11. All school decorations, displays, and mobiles must meet recommended fire code regulations.

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December, 2003

Updates: January 2020

### **References**

Section 33, 52, 53, 196, 197, 222 Education Act  
LRSD Safety Plan Handbook