



Emergency Evacuations (Fire Drills) - Procedure

School and Lodge must ensure that systems are in place and that evacuation drills are practiced as required. The use of the comprehensive Fire Plan for Lodge and school should be used.

1. Fire Alarm and Fire Escape Systems

The Director/Principal shall ensure:

- a. the fire alarm and fire escape systems are in good working order,
- b. staff are fully knowledgeable about the systems,
- c. drills have been practiced as required by legislation,
- d. a procedure has been established to follow in the case of fire.

2. Practice Drills

The Director/Principal shall ensure:

- a. practice drills take place a minimum of ten times per year in the school and a minimum of 10 times per shift for lodge,
- b. procedures for fire drills are posted in each classroom,
- c. all students and staff members are familiar with the procedures for fire drills,
- d. all school and lodge building personnel will participate in the drills,
- e. that records are maintained of each evacuation/fire drill, including the date, time taken for exit, and any unusual circumstances,
- f. that a record of all unscheduled evacuation/fire drill instances is maintained,
- g. provision is made for appropriate procedures in schools where students or teachers remain in the school building during the noon break.

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