

# SUMMIT WEST

## Independent School

### **POLICY TITLE:**

Fire Drills and Emergency Evacuation Procedures

**Board Approval:** May 5, 2015

**Board Review:** July 9, 2015

### **Background**

In the event that an emergency requiring evacuation should occur during school hours, each teacher will direct his or her class to the nearest exit in a calm and orderly manner. Both staff and children will be familiar with these evacuation procedures by having practiced them during the monthly fire drills.

### **Fire Prevention**

#### ***A. General Instructions:***

1. All flammable materials must be stored in the storage room and be inaccessible to the children.
2. All electrical outlets that are within the children's reach are to be covered.
3. A non-smoking policy is to be enforced on the premises.
4. It is imperative that all staff sign the children in and out as they arrive and leave.
5. All parents/volunteers must sign themselves in and out at the front office.
6. The meeting area is on the soccer field.

***B. Staff Duties for Fire Preparation:***

Ensure that all children, staff and volunteers/parents are well informed as to the fire evacuation procedure.

1. Teachers teach the following to the children:
  - a. How to stop what they are doing, follow the teacher and walk quickly toward the safety evacuation exit.
  - b. How to stop, drop and roll if their clothing, hair or skin catches on fire.
  - c. How to crawl out of the classroom on their bellies when smoke enters the room and causes them to have difficulty breathing.
  - d. How fire can start and what things to avoid touching and playing with that can cause fires or burn.
  - e. Where outside the safe meeting place is.
  
2. New children and special needs children are given special attention during fire drill preparation, fire drill practice and emergency evacuation.

***C. Executive Director/Program Director's duties:***

General Fire Preparation:

1. Ensure that alarm systems and fire extinguishers are to be inspected once a year and the date of inspection is to be recorded in the Fire Record Book.
  
2. Arrange for the designated place of shelter and obtain written approval on a yearly basis.
  
3. Advise staff and parents of the designated place of shelter.
  
4. Educate the staff on the location and operation of the fire extinguisher:
  
5. Orient the staff regarding the fire preparation/evacuation procedure
  
6. Review evacuation procedure yearly with the staff, including designated meeting areas outside the building.
  
7. Conduct fire drills once a month

## **Evacuation Procedure**

### ***A. Fire Detection:***

1. If fire is discovered sound the alarm immediately and evacuate the building.
2. The Program Director and or the Principal will call 911 (Fire Department)

### ***B. Evacuation Procedure:***

#### General Instructions:

1. Evacuate the building using procedures posted in each room
2. Remain in designated area on the soccer field until instructed further by the Director, Principal or the Fire Department.
3. If necessary, proceed to the designated place of shelter.
4. The Director and or the Principal shall ensure that all parents are notified.
5. Remain calm.

#### Program Director Duties:

1. Program Director's route will be sweeping and closing all doors in the following areas: Lower level (gym, foods lab, change rooms), Library, East Wing hallway doors, gym stairwell, Movement room.
2. Exit the building (soccer field) and check with all Teachers to ensure that no children are missing.
3. In the case of a real fire, assist children and staff to designated place of shelter (Red Deer Lake United Church).
4. Contact the parents of the children and request that they make arrangements to pick them up immediately at Red Deer Lake United Church so they leave the parking lot open for the Fire Department.
5. For each fire drill, record the date, time, and person who conducted the fire drill. Record the fire drill in the Fire Record Book.

#### Principal's Duties:

1. The Principal's route will be sweeping and closing all doors in the following areas: West Wing washrooms, Main hallway, four main

classrooms.

2. In the case of a real fire, assist children and staff to designated place of shelter (Red Deer Lake United Church).
3. Contact the parents of the children and request that they make arrangements to pick them up immediately from Red Deer Lake United Church.

Teacher's Duties:

1. Close all doors and windows in their classroom. (DO NOT TURN OFF LIGHTS)
2. Bring attendance sheets and emergency contact numbers.
3. Walk children to the exits doors and to the designated meeting place on the soccer field.
4. Once outside, teachers will talk with the children about the drill and allow the children to share any feelings they have.
5. A transition period to calm the children should be incorporated at the end of any drill.

Office Staff Duties:

1. Shut windows and doors.
2. Take the attendance book and registration binders
3. Proceed outdoors to inform the Program Director that her/his area is empty. In the event of a real fire, assist the children.
4. In the case of a real fire, assist Program Director in notifying all parents. Upon evacuation, each teacher is required to make sure that they have their daily class attendance record and the portable emergency information record containing current contact information for the students in their class. Lights will be left on and all doors will be closed. Staff and children will regroup on the soccer field where attendance will be taken.