

EMERGENCY PROCEDURES/ FIRE SAFETY RESPONSIBILITIES (TEACHERS / OTHER STAFF)

EMERGENCY PROCEDURES – “GENERAL”

WHILE TEACHING IN CLASS

In the Event of Fire or Fire Alarm Sounding:

- Ensure the fire alarm system has been activated
- Instruct students to leave building and remind them of the exit(s) to use.
- Ensure classroom windows are closed (if possible) and all doors are closed behind you upon leaving the building.
- Take attendance list with you.
- Ensure that *disabled persons* are moved out of the school (if at ground level) or into a safe stairwell or safe area of refuge (if above ground level) until they can be moved to the outside.
- Accompany students out of the building and direct them to line up well away from the building at the designated meeting place.
- Take attendance immediately.
- Notify the Principal / Vice Principal or Head Secretary, using a student runner, of any students who are missing (were with the group when the alarm was activated but no longer are). Include their name and last location they were seen.
- Follow directions of Police, Fire, and Principal.

EMERGENCY PROCEDURES – “GENERAL” NOT TEACHING IN CLASS

In the Event of Fire or Fire Alarm Sounding:

- Ensure the fire alarm system has been activated.
- Leave the building using the nearest safe exit.
- Assist in crowd control outside the building ensuring that students move well away from the building.
- Follow directions of Police, Fire, and Principal.

EMERGENCY PROCEDURES – “LOCKDOWN”

WHILE TEACHING IN CLASS

In the Event of Fire:

- Activate the fire alarm system (if possible and safe to do so).
- Evacuate students and disabled persons from the building immediately using the nearest safe exit. (This may involve an alternate exit or window if necessary to avoid the possibility of confrontation with intruder(s)).
 - If available and possible, take attendance list with you.
- Instruct students and disabled persons to leave the school property and go to the primary evacuation site.
- Contact the Principal or Vice Principal as soon as possible (using a student runner if necessary), and report any students who are missing. Include their name and last location they were seen.
- Follow directions of Police, Fire and Principal.

Fire Alarm Sounding:

- Disregard the fire alarm **only if safe to do so**.
- Be alert for any signs of smoke or fire.
 - If fire or smoke is detected, or if ordered by the Police , Fire Services or Principal evacuate students and disabled persons from the building immediately using the nearest safe exit. (This may involve an alternate exit or window if necessary to avoid the possibility of confrontation with intruder(s)).
 - If available and possible, take attendance list with you.
 - Instruct students and disabled persons to leave the school property and go to the primary evacuation site.
 - Contact the Principal or Vice Principal as soon as possible (using a student runner if necessary), and report any students who are missing. Include their name and last location they were seen.
- Follow directions of Police, Fire, and Principal.

EMERGENCY PROCEDURES – “LOCKDOWN” NOT TEACHING IN CLASS

In the Event of Fire:

- Activate the fire alarm system (if possible and safe to do so).
- Evacuate the building immediately using the nearest safe exit (This may involve an alternate exit or window if necessary to avoid the possibility of confrontation with intruder(s)).
- Leave the school property and go to the primary evacuation site.
- Contact the Principal or Vice Principal as soon as possible.
- Follow directions of Police, Fire and Principal.

Fire Alarm Sounding:

- Disregard the fire alarm **only if safe to do so.**
- Be alert for any signs of smoke or fire.
 - If fire or smoke is detected, or if ordered by the Police, Fire Services or Principal evacuate the building immediately using the nearest safe exit. (This may involve an alternate exit or window if necessary to avoid the possibility of confrontation with intruder(s)).
 - Leave the school property and go to the primary evacuation site.
 - Contact the Principal or Vice Principal as soon as possible.
- Follow directions of Police, Fire, and Principal.

EMERGENCY PROCEDURES – “HOLD AND SECURE” WHILE TEACHING IN CLASS

In the Event of Fire:

- Activate the fire alarm system (if possible and safe to do so).
- Evacuate students and disabled persons from the building immediately using the nearest safe exit. (This may involve an alternate exit if necessary to avoid the possibility of confronting an unsafe situation outside).
 - If available and possible, take attendance list with you.
- Be prepared to instruct students and disabled persons to leave the school property and go to the primary evacuation site if necessary.
- Contact the Principal or Vice Principal as soon as possible (using a student runner if necessary), and report any students who are missing. Include their name and last location they were seen.
- Follow directions of Police, Fire and Principal.

Fire Alarm Sounding:

- Disregard the fire alarm **only if safe to do so.**
- Be alert for any signs of smoke or fire.
- If fire or smoke is detected, or if ordered by the Police, Fire Services or Principal evacuate the building immediately using the nearest safe exit. (This may involve an alternate exit if necessary to avoid the possibility of confronting an unsafe situation outside).
 - Be prepared to instruct students and disabled persons to leave the school property and go to the primary evacuation site if necessary.
 - Contact the Principal or Vice Principal as soon as possible (using a student runner if necessary), and report any students who are missing. Include their name and last location they were seen.
- Follow directions of Police, Fire, and Principal.

**EMERGENCY PROCEDURES – “HOLD AND SECURE”
NOT TEACHING IN CLASS**

In the Event of Fire:

- Activate the fire alarm system (if possible and safe to do so).
- Evacuate the building immediately using the nearest safe exit. (This may involve an alternate exit if necessary to avoid the possibility of confronting an unsafe situation outside).
- Assist in crowd control outside the building ensuring that students move well away from the building.
- Be prepared to leave the school property and go to the primary evacuation site if necessary.
- Contact the Principal or Vice Principal as soon as possible.
- Follow directions of Police, Fire and Principal.

Fire Alarm Sounding:

- Evacuate the building immediately using the nearest safe exit. (This may involve an alternate exit if necessary to avoid the possibility of confronting an unsafe situation outside).
- Assist in crowd control outside the building ensuring that students move well away from the building.
- Be prepared to leave the school property and go to the primary evacuation site if necessary.
- Contact the Principal or Vice Principal as soon as possible.
- Follow directions of Police, Fire and Principal.

**EMERGENCY PROCEDURES – “SHELTER IN PLACE”
WHILE TEACHING IN CLASS**

In the Event of Fire:

- Activate the fire alarm system (if possible and safe to do so).
- Evacuate students and disabled persons from the building immediately using the nearest safe exit. (This may involve an alternate exit if necessary to avoid the possibility of confronting an unsafe situation outside).
 - If available and possible, take attendance list with you.
- Be prepared to instruct students and disabled persons to leave the school property and go to the primary evacuation site if necessary.
- Contact the Principal or Vice Principal as soon as possible (using a student runner if necessary), and report any students who are missing. Include their name and last location they were seen.
- Follow directions of Police, Fire and Principal.

Fire Alarm Sounding:

- Evacuate the building immediately using the nearest safe exit. (This may involve an alternate exit if necessary to avoid the possibility of confronting an unsafe situation outside).
- Assist in crowd control outside the building ensuring that students move well away from the building and any possible hazards.
- Be prepared to leave the school property and go to the primary evacuation site if necessary.
- Contact the Principal or Vice Principal as soon as possible.
- Follow directions of Police, Fire and Principal.

**EMERGENCY PROCEDURES – “SHELTER IN PLACE”
NOT TEACHING IN CLASS**

In the Event of Fire:

- Activate the fire alarm system (if possible and safe to do so).
- Evacuate the building immediately using the nearest safe exit. (This may involve an alternate exit if necessary to avoid the possibility of confronting an unsafe situation outside).
- Assist in crowd control outside the building ensuring that students move well away from the building and any possible hazards.
- Be prepared to leave the school property and go to the primary evacuation site if necessary.
- Contact the Principal or Vice Principal as soon as possible.
- Follow directions of Police, Fire and Principal.

Fire Alarm Sounding:

- Evacuate the building immediately using the nearest safe exit. (This may involve an alternate exit if necessary to avoid the possibility of confronting an unsafe situation outside).
- Assist in crowd control outside the building ensuring that students move well away from the building and any possible hazards.
- Be prepared to leave the school property and go to the primary evacuation site if necessary.
- Contact the Principal or Vice Principal as soon as possible.
- Follow directions of Police, Fire and Principal.

FIRE SAFETY RESPONSIBILITIES TEACHERS / OTHER STAFF

- Ensure that his / her classes are aware of the school evacuation procedures and are familiar with the exit and alternate exit for the classroom in which his / her class is located.
- Review these exits regularly and notify the office of any classroom without a proper evacuation sign designating an exit and alternate exit.
- If you are a person who is able and willing to physically assist a disabled person in case of an emergency:
 - Evacuate the disabled person to the outside (if located at ground level) or,
 - Evacuate the disabled person to a safe exit stairwell (after the other students and staff have evacuated) and prepare to remove the disabled person immediately outside the building using whatever means are necessary.
- Appoint an Emergency Monitor, a student who will assist the teacher if requested to take attendance, hold doors open, or run errands where appropriate.

Note: this applies only to students who would be old enough and able to handle these responsibilities.

EMERGENCY PROCEDURES

(DISABLED PERSONS)

EMERGENCY PROCEDURES

In the Event of Fire or Fire Alarm Sounding:

During Class

- Move with classmates towards nearest safe exit or alternate exit or safe area of refuge.
Exit building if at ground level and able. If not at ground level or unable to evacuate, enter safe exit stairwell or area of refuge after other students have evacuated (to prevent the disruption of student flow) and await for or ask for further assistance.

Between Class / Separated From Classmates

- Exit building via the nearest safe exit or alternate exit if at ground level and you are able. If not at ground level or unable to evacuate, enter safe exit stairwell or area of refuge after other students have evacuated (to prevent the disruption of student flow) and await for or ask for further assistance.

FIRE SAFETY RESPONSIBILITIES

- Ensure your name is listed in the fire safety plan (speak to Principal).
- Ensure you are aware of your specific emergency procedures.
- Ensure you are aware of your primary exit, secondary exit and other areas of refuge located within the school.

NOTE: ELEVATORS CANNOT BE USED TO EVACUATE DURING A FIRE EMERGENCY.

Section 5 FIRE EXTINGUISHMENT / CONTROL / CONFINEMENT

<p>In the event of a small fire, ensure the fire alarm and emergency procedures are activated. A small fire may be extinguished or controlled by the use of a portable fire extinguisher, only if the smoke does not present a danger to the operator and the operator is trained. If smoke or fire presents a danger, or a person is not trained in the use of fire extinguishers, the fire can be confined by closing the door(s) in the area and leaving via the nearest safe exit. TYPE OF FIRE</p>	<p>TYPE OF EXTINGUISHER</p>
<p>Regular Combustibles - paper - wood - cloth - rubber - many plastics</p>	<p>PRESSURIZED WATER, MULTIPURPOSE DRY CHEMICAL (ABC).</p>
<p>Flammable & Combustible Liquids / Gases - gasoline - oil - grease - oil paints - lacquer - propane - hydrogen</p>	<p>MULTIPURPOSE DRY CHEMICAL (ABC), DRY CHEMICAL (BC), CARBON DIOXIDE (CO2), FOAM.</p>
<p>Live Electrical Equipment - energized electrical equipment and appliances</p>	<p>MULTIPURPOSE DRY CHEMICAL (ABC), DRY CHEMICAL (BC), CARBON DIOXIDE (CO2),</p>

TYPE OF FIRE	TYPE OF EXTINGUISHER
<p>Combustible Metals - magnesium - sodium - potassium - titanium - zirconium</p>	<p>EXTINGUISHER SPECIFIC TO COMBUSTIBLE METAL.</p>
<p>Cooking Media - combustible vegetable or animal non-saturated cooking fats in high temperature commercial cooking equipment</p>	<p>SPECIAL EXTINGUISHING SYSTEM DESIGNED AND APPORVED FOR COMMERCIAL COOKING EQUIPMENT, WET CHEMICAL. TYPE K</p>

TO OPERATE A PORTABLE FIRE EXTINGUISHER

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Note: You are not obliged to use a fire extinguisher or attempt to fight a fire.

SECTION 6 CONTROLS OF FIRE HAZARDS.

In order to avoid fire hazards and unsafe conditions in the building, the *supervisory staff* and occupants shall:

- Keep exits, stairways, landings and hallways clear of obstructions and combustible materials at all times.
- Keep exits, stairways, landings and hallways clear of recycling materials at all times.
- Keep doors to stairways, *hazardous classrooms* and *service rooms* closed at all times. (Use of door wedges, “kick down” door stops, eyes and hooks or similar devices are not allowed).
- Ensure occupant load for building and rooms is not exceeded.
- Do not permit the accumulation of combustible materials in areas that would constitute a fire hazard.
- Promptly remove all combustible materials from areas where waste is placed for disposal.
- Refrain from unsafe cooking practices. Do not leave cooking unattended.
- Smoking is not permitted on school property.
- Refrain from using uncertified and unsafe electrical equipment and wiring.
- Store and use flammable and combustible liquids and gases in small quantities and only in approved containers and locations.

IN GENERAL

- Maintain clear access to fire protection equipment.
- Know the locations of exits and fire alarm pull stations.
- Know the correct address of the school.
- Call your local fire service whenever you need emergency assistance dial 9-1-1
- Know the sound of the fire alarm.
- Report any unsafe condition to *supervisory staff*.
- Participate in fire drills.