



### In the Event of a Fire

1. Activate the closest pull station.
2. Ensure that the building is evacuated.
3. Call the Fire Department as soon as possible. **Dial 911.** Waiting for the security company to call the Fire Department will delay notifying the Fire Department.
4. Do not use the elevators.

### Fire Safety Responsibilities

1. The principal/supervisor
  - a. is responsible for carrying out all guidelines regarding fire prevention and fire drill;
  - b. ensures all personnel are familiar with fire regulations and procedures;
  - c. conducts a fire drill at least once during the first month of school and as often thereafter as deemed necessary;
  - d. designates staff members to ensure that in the event of fire all students, staff members, and guests have left the building;
  - e. designates staff members to ensure that all fire doors are closed; and
  - f. in case of fire, shall notify School Operations Services at the earliest possible opportunity.
2. Teachers and support staff
  - a. are familiar with exits to be used while working in particular rooms;
  - b. are informed of the location of alarms in the building as well as the shut off;
  - c. know how to activate the alarm; and
  - d. are informed of the location of fire hoses and extinguishers.
3. Custodians
  - a. are informed regarding their role in case of fire;
  - b. test fire alarm system at least once a week;
  - c. ensure all alarms are operating;
  - d. replace broken alarm glass immediately;
  - e. keep all exits free of snow and ice;
  - f. immediately replace burnt out light bulbs at fire exits;
  - g. check panic devices on exit doors frequently and ensure they are in working order; and
  - h. ensure all doors in corridors leading to exits are unlocked.

### Fire Prevention

1. Keep fire exit routes unblocked and fire exit doors unlocked.
2. Use only authorized equipment, including proper extension cords.



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## Administrative Regulation 119.5

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3. Never overload electrical outlets.
4. Do not accumulate combustible materials which are not in use.
5. Store all materials safely.
6. Use only decorative materials and stage curtain that have been properly treated with flame retardant chemicals.
7. Confine combustible materials, such as student artwork and teacher material, attached to classroom walls to a maximum of 20% of the area on any wall.
8. Confine combustible materials in public corridors to a maximum of 10% of the area of any wall. In public corridors each 8 foot length of tackboard must have a firebreak of 8 foot before the next tackboard can be installed. This firebreak must be free of all combustible materials. The tackboard on either side of a corridor must face each other thereby insuring that the firebreak is consistent on both sides of the corridor. Nothing shall be hung from the ceiling in corridors or in doorways.

### Inspection of Schools

1. The Fire Departments will maintain regular inspection of all school equipment and buildings. The Fire Department inspectors will submit reports to the district and it shall be the responsibility of the Assistant Superintendent of Facilities Services and School Operations Services to ensure that proper steps are taken to eliminate any fire hazards noted in these reports.
2. The principal has the responsibility to periodically inspect the school for possible fire hazards and, if possible, to correct them at once, or to report these immediately by phone and in writing to the director of Facilities Services with a copy to School Operations Services.

### Fire Extinguishers

1. The provision and location of the required number and type of fire extinguishers necessary in each school shall be the responsibility of the Maintenance Department.
2. All members of the teaching, custodial and office staff in the school must know the locations and operation of the fire extinguishers and alarms.

Reference: Board Governance Policy EL# 4, EL #5 ECS District Organizational Bylaw 11.0 School Act Section 45(8),60(1.c) Occupational Health & Safety Act Worker's Compensation Act	Approved: 
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