



BOARD POLICY MANUAL	
Approval Date March 2009	Replacing All previous documents
Review Date	Page 1 of
Policy Section School	Identification SUP-3003

FIRE SAFETY PROCEDURES FOR ALL ACTIVITIES AND FUNCTIONS OUTSIDE OF REGULAR SCHOOL HOURS

PERSON IN CHARGE

IF YOU DISCOVER A FIRE:

1. Leave the fire area immediately removing any person in immediate danger. Make sure that doors to the affected area are closed.
2. Activate the building fire alarm system by operating the nearest fire alarm station as you leave the fire area, and yell "FIRE!".
3. Leave building using the nearest exit stairways. If you encounter smoke in the stairway use an alternate exit.
4. Call the Burlington Fire Service at ☎ **911** as soon as it is safe to do so. Advise them of your building address.
5. Follow your procedures on the next page,

re: " IF YOU HEAR A FIRE ALARM SIGNAL "

REMAIN CALM

NOTE: Extinguishers should only be used by trained personnel. ***This is to be a voluntary act*** (see EXTINGUISHMENT below)

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation. ***This is to be a voluntary act!*** If it cannot be easily extinguished, leave the area and confine the fire by closing the door.

REMEMBER, YOU ARE NOT A FIREFIGHTER. Leave it to the professionals and follow the procedures on the following page.

RESPONSIBILITIES OF GROUP LEADERS

☑ IF YOU HEAR THE FIRE ALARM:

- 1) Proceed with a complete EVACUATION of the SCHOOL.
- 2) Instruct all occupants to leave building using the designated exit stairway. If you encounter smoke in the stairway use the alternate exit.
- 3) Ensure all windows and doors are closed (to confine the fire)
- 4) Congregate outside the building at your designated area. Rental groups using the front entry should congregate behind the flagpole area.
 - a) ***Once outside the building ensure that every individual in your class / group is accounted for.***
 - b) ***The person in charge will be responsible for the individuals in their group.***
- 5) Do not allow students back into the School until the Fire Department has responded and the cause of the alarm has been determined.

FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT

With regard to you fighting a fire. This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated. ***This is to be a VOLUNTEER ACT!***

After ensuring that the School has been totally evacuated and the Fire Department notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation.

If it cannot be easily extinguished, leave the area and confine the fire by closing the door.

REMEMBER YOU ARE NOT A FIREFIGHTER. LEAVE IT TO THE PROFESSIONALS AND FOLLOW YOUR PROCEDURES!

IF YOU HEAR A FALSE ALARM

1. When a false alarm is identified:
 - ◆ Notify the Fire Department Dispatch 905-637-8253
 - ◆ also call Alarm monitoring company 905-521-6360

2. You must identify: **Trinity Christian School**
2170 Itabashi way
Fire System #433 868

3. Allow re-entry of building if evacuated

4. Call school personnel to re-set fire alarm:
 - ◆ Henry Lammers 905-319-2798
 - ◆ Rob Janssens 905-320-5491
 - ◆ Rick Schenk 289-313-0781

5. The tenant group will pay the fee assessed for the false alarm response by the fire department if dispatched.

Tenant signature: _____ Date: _____