



BOARD POLICY MANUAL	
Approval Date	Replacing All previous documents
Review Date	Page 1 of 7
Policy Section School	Identification SCH-1019

## FIRE SAFETY PROCEDURES

### PRINCIPAL, VICE PRINCIPAL, OFFICE STAFF and/or CUSTODIAN

#### 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.

**PRINCIPAL and/or CUSTODIAN**

**IF YOU HEAR A FIRE ALARM SIGNAL:**

1. Call the Burlington Fire Service ☎ **911** and alert them of the fire emergency.
2. Report to the south entrance lobby. This is the entrance where the ANNUNCIATOR PANEL is.
3. Prepare to meet the Fire Department at the main lobby to provide building access and information (master keys for all locks, location of handicapped occupants, etc.).
4. Ensure occupants do not re-enter the building until authorized by the Fire Department.
5. Ensure that the fire alarm system **IS NOT SILENCED OR RESET** until the Fire Department has determined that the building is safe and has given the authorization to proceed with a RESET.

**RESPONSIBILITIES OF THE TEACHERS:**

**☑ IF YOU HAVE DISCOVERED A FIRE OR ONE IS REPORTED TO YOU:**

1. Leave the Fire Area immediately, removing any person in immediate danger.
2. Activate the building fire alarm system by operating the nearest fire alarm station as you leave the fire area, and yell "FIRE"!
3. Instruct the students to leave building using the designated exit stairway. If you encounter smoke in the stairway use the alternate exit. (take the class attendance list with you)
4. Ensure all windows and doors are closed (to confine the fire)
5. Congregate outside the building at your designated area. Proceed to the back field behind the baseball backstop.
  - a) ***Once outside the building ensure that every student in your class / group is accounted for.***
  - b) ***Each teacher will be responsible for the students in their group. During FIRE DRILLS the students will learn to line up in single file for an attendance check.***
- 6) Do not allow students back into the School until the Fire Department has responded and the cause of the alarm has been determined.

**NOTE:** In the case of inclement weather proceed with the children to the "**ALTERNATE DESIGNATED AREA**". This is the "**WELLNESS CENTRE**" directly south of the school @ 2160 Itabashi Way.

**\* SPECIAL NEEDS STUDENTS:**

Students who will require assistance during an evacuation will be assisted by the teacher of that group. Each particular student's situation may be different and must be addressed as such. This will be practiced during FIRE DRILLS to ensure that no additional assistance will be required.

**RESPONSIBILITIES OF THE TEACHERS:**

**NOTE:** *If you are not teaching a class at that particular, moment proceed immediately to the back field behind the baseball backstop where you may be reassigned to assist to another area.*

**☑ IF YOU HEAR THE FIRE ALARM:**

- 1) Proceed with a complete EVACUATION of the SCHOOL.
- 2) Instruct the students to leave building using the designated exit stairway. If you encounter smoke in the stairway use the alternate exit. (Take the class attendance list with you)
- 3) Ensure all windows and doors are closed (to confine the fire)
- 4) Congregate outside the building at your designated area. Proceed to the back field behind the baseball backstop.
  - a) *Once outside the building ensure that every student in your class / group is accounted for.*
  - b) *Each teacher will be responsible for the students in their group. During FIRE DRILLS the students will learn to line up in single file for an attendance check.*
- 5) Do not allow students back into the School until the Fire Department has responded and the cause of the alarm has been determined.

**NOTE:** In the case of inclement weather proceed with the children to the "**ALTERNATE DESIGNATED AREA**". This is the "**WELLNESS CENTRE**" directly south of the school @ 2160 Itabashi Way.

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**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!**

**DESIGNATED FIRE EXITS**

**FIRST FLOOR**

GRADE	DESIGNATED EXIT	ALTERNATE EXIT	OTHER ROOMS TO BE CHECKED (BY:)
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FIRST FLOOR	WEST	MAIN LOBBY	(NONE)
JK, SK, 1			

FIRST FLOOR	EAST	MAIN LOBBY	MAIN WASHROOMS & CHANGEROOMS (RICK SCHENK, JOANNE VANDIJK)
RESOURCE ROOM			

FIRST FLOOR	EAST	MAIN LOBBY	(NONE)
GRADES 2 & 1-2			

FIRST FLOOR	MAIN LOBBY	EXIT	SOUTH	STAFF ROOMS STAFF WASHROOMS & OFFICES & KDG DOOR (JOANNE VANDIJK)
OFFICE				GYM/STAGE, COMPUTER LAB & LIBRARY (RICK SCHENK)

All teachers and their classes will proceed to the back field to their designated spot behind the baseball backstop. The emergency Command Centre will be located at the flag pole at the front of the building where the Principal and Assistant will be to co-ordinate with the Fire Department Incident Commander.

**DESIGNATED FIRE EXITS**

**SECOND FLOOR**

<b>GRADE</b>	<b>DESIGNATED EXIT</b>	<b>ALTERNATE EXIT</b>	<b>OTHER ROOMS TO BE CHECKED (BY:)</b>
<b>SECOND FLOOR</b>	<b>SOUTH STAIRWELL</b>	<b>EAST STAIRWELL</b>	<b>MUSIC ROOM (NONE)</b>
<b>GRADES 3 &amp; 4</b>			
<b>SECOND FLOOR</b>	<b>EAST STAIRWELL</b>	<b>WEST STAIRWELL</b>	<b>PROJECT ROOM &amp; MUSIC ROOM, 2 STAFF WASHROOMS (ROB JANSSENS)</b>
<b>GRADES 4/5, 5 &amp; 6</b>			
<b>SECOND FLOOR</b>	<b>WEST STAIRWELL</b>	<b>EAST STAIRWELL</b>	<b>ALL 3 WASHROOMS, (SARA FLOKSTRA)</b> <b>SCIENCE &amp; ART ROOM (ANNETTE VANDERWOERD / JOANNE HOLTROP)</b>
<b>GRADES 7, 7/8 &amp; 8</b>			

All teachers and their classes will proceed to the back field to their designated spot behind the baseball backstop. The emergency Command Centre will be located at the flag pole at the front of the building where the Principal and Assistant will be to co-ordinate with the Fire Department Incident Commander

### School Emergency - Evacuation Summary

Note: This form should be filled out in advance, listing the names of the teachers and areas (eg. Office, library, learning assistance) and be available on a clipboard on the office bulletin board.

#### First Floor

Class/ Area	Staff Member	# Safe	# in Building	# Missing	# of Injuries	Condition of Staff	Comments
<b>Jr. Kindergarten</b>	Schaafsma, M						
	Dekker, G.						
<b>Sr. Kindergarten</b>	Degroot, D.						
	Vanderlaan, W.						
<b>Grade One</b>	Paas, Joanne						
<b>V.P. Office</b>	C.Vanderhoek.						
	Palmateer, R.						
<b>Resource Room</b>	Vanderhoek, V.						
	DeBolster, r.						
<b>Grade Two</b>	Berends, D.						
<b>Grade One-Two</b>	Zomer, K.						
<b>Computer Lab</b>	Korol, S.						
<b>Library</b>	Volunteer						
	Volunteer						
<b>Music Studio C</b>	Music teacher						
<b>Office</b>	Schenk, R.						
	VanDijk, J.						
	Vanderlingen, J.						
<b>Project Room</b>	Ashby, S.						
<b>Gym</b>							
	<b>Totals</b>						

