

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p>	<p>Code: EBCB</p>
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FIRE DRILLS

Fire drills shall be held regularly as required by PSA regulations. Procedures for fire drills shall be developed by each school and posted in each classroom and every student and staff should be familiar with them.

Rules governing fire prevention and safety in public schools shall be observed by all members of the school staff. Fire alarm and fire escape systems shall be in good working order, with full knowledge by the staff of how to use them.

A. Fire alarms and fire escapes

1. All members of the teaching and support staff must be familiar with the exact location of fire alarm stations in their respective schools, must know how to turn in an alarm in case of fire, and how to proceed subsequently.
2. The fire alarm system must not be used for any purpose other than fire drills or alarm in case of fire.
3. The custodian must examine fire escapes and exits each morning before school assembles and see that all doors open freely and that all platforms and stairs are cleared of ice, snow, and other obstructions.
4. Special attention should be given to beginning students, to students suffering from physical and mental handicaps, and to students enrolled in visiting classes.
5. Some person or persons should be delegated to see that every room is emptied and the door closed.
6. Principals should develop a contingency plan in the event that an alarm sends students outside in very cold weather.
7. When school alarms are sounded accidentally or in connection with fire drills, the fire department should be notified by telephone immediately. Teachers shall also be notified as soon as possible.

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B. PROCEDURE TO BE FOLLOWED IN CASE OF FIRE

1. Immediately after the discovery of a fire, the school alarm must be sounded.
2. All persons not engaged in directing the evacuation of the building or in extinguishing small fires, shall leave the building, in accordance with the established fire drill procedure.
3. Teachers in labs/science rooms shall shut off all gas valves and other equipment in their charge when the fire alarm bell sounds.