

## **FIRE PREVENTION, SAFETY PROCEDURES AND RISK MANAGEMENT**

As schools present unique fire and life safety risks, preventing fires requires emergency planning, educating teachers and students on what to do in case of a fire, and ensuring the school building is kept fire-safe. The requirements in these areas are contained in the National Fire Code of Canada, which has been adopted in Manitoba.

- A. With input from MSBA Risk Management, Pembina Trails School Division and Seine River School Division, a Kelsey School Division guideline was developed that will allow establishing and maintaining a standard in order to achieve compliance with the requirements of the Manitoba Fire Code and Regulations on a consistent basis.
- B. School administrators are legally responsible for ensuring that adequate systems are in place and that checks are carried out to reduce the risk of fires and to promote safety.
- C. The Kelsey School Division Safety Guidelines, regularly updated and revised, must be complied with. This document will assist in preparing and implementing school fire/safety plans as well as a quick reference for staff.
- D. Effective fire safety and risk management in Kelsey School Division schools will include:
- ensuring that all members of staff are given adequate training and information;
  - fire evacuation drills should take place 10 times a year (preferably once a month), at different times of the day, with records kept of the drills and action taken to prevent the recurrence of any problems;
  - clear fire instructions should be displayed in all buildings; escape routes should be clearly signposted and free from obstruction;
  - fire doors should be clearly marked, not held or wedged open and be kept clear on both sides at all times;
  - fire-fighting equipment, alarms and smoke detectors must be checked regularly by a qualified contractor;
  - adequate arrangements must be made for storing and disposing of flammable/combustible materials;
  - electrical equipment should be serviced regularly to prevent fires;
  - evacuation procedures should include arrangements for people with disabilities;
  - appropriate measures are in place when buildings are in use outside normal hours.