

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.