



FIRE DRILLS

Responsibility:	<i>Superintendent, Human Resource Services Manager, Health, Safety & Security</i>
Legal References:	<i>Fire Protection and Prevention Act, 1997: Reg. 388/97-Fire Code</i>
Related References:	<i>Administrative Procedure 3070 - Tornadoes & Severe Thunderstorms</i>
Revisions:	
Reviewed:	<i>January 2016</i>

1. Preamble

1.1 The procedures provide guidelines and expectations regarding the administration of fire drills.

2. General

2.1 In schools, total evacuation fire drills shall be held three times in each of the fall and spring school terms. (*Reg. 388/97 - Fire Code, under the Fire Protection and Prevention Act, 1997*)

2.2 Every Principal, including the Principal of a Continuing Education Program, or of a class or classes conducted outside of the school year, shall hold at least one emergency drill in the period during which the instruction is given.

2.3 When a fire or emergency drill is held in a school building, every person in the building shall take part in the fire or emergency drill.

2.4 Tornado drills are in addition to the six fire drills. (Administrative Procedure 3070 – Tornado Conditions)

2.5 The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

2.6 Kitchener Fire Department is to be notified prior to and upon completion of the fire drill by telephoning (519) 741-2494.

2.7 Following each drill, all persons of delegated responsibility should attend a debriefing to report on their actions and the reactions of the occupants. Fire drills must be conducted in accordance with the frequencies stated in the fire code.

2.8 At non-school sites, total evacuation fire drill will occur in the fall of each year.