

The Council, in their ongoing concern for student safety, recognizes the need to carry out school evacuation fire drills. The Principal shall be responsible for conducting such school evacuation fire drills.

**REGULATIONS**

1. A total evacuation fire drill shall be held within the first twenty instructional school days of the academic year.
2. A total evacuation fire drill shall be held at least three times in each of the fall and spring school semesters.
3. The Principal shall maintain and make available to the Fire Marshall - his deputy, or an inspector - a written record of all practices and exercises showing:
  - a. the date of the exercise,
  - b. the evacuation time, and
  - c. comments and recommendations.
4. The written record shall be retained by the Principal for at least two years.
5. The Principal shall develop a school Fire Drill Procedure that includes:
  - a. Maps and evacuation instructions for each room in the building,
  - b. Responsibilities and expectations for the classroom teacher during classroom evacuations,
  - c. Response procedures for the sounding of an alarm,
  - d. Assembly areas in alternate buildings and locations away from school fire lanes,
  - e. Attendance checking procedures in the emergency assembly area, and
  - f. Notification of community fire services.
6. The school's Fire Drill Procedures must be explained by the Principal or teacher to each class in the first week of school and must be posted in prominent locations in the school.

Reference: *Fire Prevention Act*, s. 3 (f) ix  
Amended: February 1999  
October 2002  
February 2018