



FIRE EVACUATION AND PROTECTION

Category: Health and Safety

Effective: November 2016

Policy Statement

To assure the safety of all students and personnel, Anglophone West School District requires adherence to fire safety regulations and procedures for evacuation of buildings as stated in the [National Fire Code of Canada](#), the [New Brunswick Fire Prevention Act](#) and the [Education Act](#).

Procedures

1. In accordance with the Education Act and the National Fire code, Principals shall conduct one evacuation drill within the first five days of school and two more drills between September and January, followed by three additional drills between February and June of each school year."
2. Principals shall develop evacuation plans and procedures and review such plans with the appropriate fire departments. Such procedures shall be reviewed with the fire department whenever building layouts or facilities change.
3. The Evacuation Plan shall include:
 - a. information on how to report fires,
 - b. clarification of responsibility for calling the fire department,
 - c. map of the school showing the location of fire extinguishers and fire alarms,
 - d. exiting procedures and alternative routes from each room,
 - e. arrangements for evacuation of disabled students, and
 - f. procedures to ensure that all students and personnel have vacated the building.
4. The evacuation plan and procedures shall be discussed with all staff members before students commence classes in the fall.
5. Teachers shall instruct students in fire evacuation procedures.
6. Principals shall ensure that clear instructions for evacuation are posted throughout the school building.
7. Prior to a drill, the principal shall notify the local fire department, and the alarm monitoring station, to avoid the possibility of a false alarm.
8. Principals should contact the fire department to request that they observe one of the evacuation drills held early in the fall.
9. Principals shall keep a written log of fire drills specifying the date of the drill and the time required to vacate the building.

**ASD-W**

Anglophone School District West

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10. Principals shall ensure that no exit is blocked or locked, hindering free exit.
11. Evacuation drills, where certain exits are blocked, shall be practiced regularly and shall be clearly noted in the written log.
12. Fire doors and stairway doors shall be kept closed unless an automated system to close the doors exists in the building.
13. The Facilities Manager shall ensure that fire protection equipment is checked and/or tested regularly, that malfunctions are corrected. Principals shall ensure that arrangements are made with the Facilities Department to ensure that discharged fire extinguishers are replaced immediately and to have a replacement sent to the school until the original has been charged.
14. Principals shall ensure that every incident of fire is reported to the Facilities Manager who shall inspect the damage, make the necessary repairs and take other action as may be appropriate.

Reference

- New Brunswick [Education Act - Section 30](#)
- [National Fire Code of Canada](#)
- [New Brunswick Fire Prevention Act](#)