


<b>Administrative Procedure Fire Drill and Evacuation Planning</b>	
	<b>Department:</b> School Operation
	<b>Approved by:</b> Leadership Council
	<b>Date Approved:</b> January 22, 2024
	<b>Revision Date(s)</b>
	<b>Review Date:</b>
	<b>External References</b> <ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> <li>• <i>The Fire Prevention Act, 1992</i></li> <li>• <i>The National Fire Code 2010</i></li> </ul>
	<b>Internal References</b> <ul style="list-style-type: none"> <li>• Emergency Response for Online Learning Facilitators AP</li> </ul>

## Purpose

- This administrative procedure outlines the steps and responsibilities for conducting fire drills and creating effective evacuation plans to minimize risks and ensure a prompt and orderly evacuation at Saskatchewan Distance Learning Centre (Sask DLC) campuses in case of a fire or emergency.

## Scope

- This procedure applies to all Sask DLC campuses, including staff, students, and visitors present on the premises.

## Policy Statement

- Sask DLC is committed to providing a safe environment for students and staff, and to educating students and staff about emergency procedures related to fires.

## Procedures:

1. Fire Drill and Evacuation Plan:
  - a) The Campus Principal is to develop a detailed fire drill and evacuation plan for the campus and ensure that all students and staff members are fully informed of their duties and responsibilities.
  - b) The National Fire Code 2.8.3.2 Fire Drill Frequency mandates that “in schools attended by children, total evacuation fire drill shall be held at least three (3) times in each of the fall and spring school terms”.
  - c) Fire Drill Preparation:
    - i. A map of the campus/building is to be posted in each room or area showing the exit route.
    - ii. If the building has stairs that prevent people in wheelchairs from exiting safely, an “Evacu-Trac” will be used to assist in evacuation.

- Staff in these situations must be trained in the use of the “Evacu-Trac”.
  - The Supervisor of Accommodation will determine the suitability of an “Evacu-Trac” in a Sask DLC building.
- d) Fire Drill Practice:
- i. Each teacher/class grouping will have a designated meeting place outside of the campus.
  - ii. Support staff may be assigned to accompany specific students or class grouping.
  - iii. Teachers must be aware of alternate routes if the usual route is obstructed. A window must not be considered an exit unless there is absolutely no other choice.
  - iv. Employees are to exit the building quickly, quietly and in an orderly fashion.
  - v. The teacher is to ensure that the lights are turned off and the door is unlocked and closed. This indicates to a firefighter that the room is empty and minimizes the spread of smoke and fire.
  - vi. Staff and students are to wait for the signal to return to school and calmly return to class.
- di) Fire Department Liaison
- i. The local Fire Department is to be contacted to do a walk-through of the building and may want to be involved in a fire/evacuation drill.
  - ii. A floor plan of the campus with the Material Safety Data Sheet (MSDS) documentation regarding hazardous substances (chemistry lab, cleaning supplies) and master keys are to be available for firefighters.
- dii) Online Learning Facilitators who support students in schools outside of Sask DLC campus must:
- iii. Familiarize themselves with the assigned school’s fire emergency procedures and protocols.
  - iv. Follow the guidance and direction of the assigned school’s administration and fire emergency personnel during an emergency situation.
  - v. Report any incidents or issues encountered during fire emergency situations to the school principal and Campus Principal.