

Carrying Out Fire Safety Plans

The following actions are taken when carrying out Fire Safety Plans:

1. Fire safety plans are created at the beginning of each school year or new semester (Secondary schools) - with the change of classroom location of students;
2. Plans include evacuation routes for both the primary and alternate exit routes from each classroom or workspace in the school;
3. Classroom teachers/staff are responsible for executing the safe evacuation of students in their class at the time of any drill or real-time evacuation situation;
4. Non-classroom staff will be assigned evacuation support roles by the Principal;
5. Evacuation support roles will include the checking of washrooms and other non-classroom locations to ensure that the entire school building is evacuated in the drill or real-time evacuation situation;
6. Each classroom teacher carries out with them the class attendance list and verifies that all students in their class have evacuated the building. Any missing students are reported to the Principal, Vice-Principal or non-classroom staff assigned by the Principal to evacuation support roles.
7. The Principal/Vice-Principal will report to Fire Department staff the names of any non-ambulatory students and their designated safe-zone locations as well as those not immediately accounted for by any classroom teacher.