



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: FIRE EMERGENCY PROCEDURES
POLICY NO: S.M. 07

Date Approved: December 17, 1987	Date of Next Review: September 2021	Dates of Amendments: September 2016
Cross References: Ontario Regulation 213/07 Fire Code made under the <i>Fire Protection and Prevention Act, 1997</i>		
Appendix		

Purpose:

The Ontario Fire Code requires the establishment and implementation of a Fire Safety Plan for every school and other TCDSB workplace for effective utilization of life safety features and to protect students, employees and all other building occupants from fire. The Toronto Catholic District School Board endorses this requirement.

Scope and Responsibility:

This policy applies to all schools and TCDSB workplaces and students, employees and others present in the school and workplaces. The Director is responsible for this policy.

Alignment with MYSP:

Strengthening Public Confidence
Fostering Student Achievement and Well-Being



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Policy:

The principal will establish a Fire Safety Plan **for his or her school** and conduct such fire emergency drills as required by the appropriate acts and regulations. **The Director of Education or designate shall be responsible for the development of a Fire Safety Plan for the Catholic Education Centre and all other TCDSB buildings other than schools.**

Regulations:

1. A Fire Safety Plan for each school **and TCDSB workplace** will be established in the accepted format and approved by the local chief fire official.
2. **The Fire Safety Plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure it takes account of changes in the use and other characteristics of the building.**
3. **Each school and TCDSB workplace will maintain 4 copies of the Fire Safety Plan: one in the fire safety box at the front entrance, one at the main office, one at the staff room and one at the custodial room. Each school's Fire Safety Plan will also be posted on the school's portal page.**
4. **At least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area.**
5. The principal will be responsible for training school staff and students in fire emergency procedures and fire safety. **The Permits Department will ensure that after-hours groups are aware of the Fire Safety Plan for individual schools.**



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- 6. Each school staff member, academic and non-academic, shall be familiar with the Fire Safety Plan for the school or other workplace in which the staff member is located and shall fully understand his/her role in the event of an emergency.**
7. All persons present in the school shall take part in fire emergency procedure drills.
- 8. In schools attended by children, total evacuation fire drills as set out in the Fire Safety Plan shall be held three times in each of the fall and spring school terms.**
- 9. At least one fire drill will be held during Summer School.**
- 10. In other TCDSB workplaces, fire drills shall be held once every 12 months.**
- 11. Records of a fire drill shall be kept for 12 months after the fire drill.**

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

The Occupational Health and Safety Department monitors school and TCDSB workplace compliance with this policy.