

Administrative Procedure 135

General Administration

EMERGENCY PLANS

BACKGROUND

The Charter Board believes in providing for the safety of students and personnel in and on school property when school is in session or during school-sponsored activities.

The Principal is responsible for the implementation of this administrative procedure.

PROCEDURES

1. Fire Drills

- 1.1 Fire drills are an essential aspect of school safety programs.
- 1.2 The Principal has the responsibility for establishing, in accordance with legislative or code requirements and in conjunction with the fire department, appropriate procedures for the safe and orderly evacuation of students.
- 1.3 The landlord must be notified prior to conducting a fire drill.
- 1.4 Students will be evacuated from the school buildings to designated evacuation sites as specified in the CIRM (Critical Incidents Response Manual).
- 1.5 Evacuation maps must be posted in conspicuous locations in the buildings.
- 1.6 A minimum of six (6) emergency evacuation drills in each school year must be conducted; one each month is preferred.

2. If a Fire Actually Occurs

- 2.1 Regardless of the apparent size of the blaze, the alarm must be sounded, the drill plan carried out and the fire department notified by telephoning 9-1-1. When it is safe to do so, the landlord must be notified.
- 2.2 If the fire is obviously very small, a staff member may take steps to extinguish it. If it is possible to completely extinguish the fire, the fire department can again be notified that it is only necessary to carry out the minimum response.
- 2.3 Students shall not be permitted to re-enter the building until it is absolutely sure that the fire has been completely extinguished, and it is safe for them to return. If the fire department is in on scene, follow their instructions.
- 2.4 If necessary, the Principal may order closure of the school.
- 2.5 Delay the salvaging of any material, equipment or other property until the building has been completely evacuated. If the fire department is on scene, follow their instructions. Otherwise, act in accordance with safety requirements.
- 2.6 Have a custodian stand by to follow the instructions from the fire department with regard to turning off power, gas, etc.
- 2.7 Report every fire, regardless of size, in writing, to the Superintendent, the fire marshal, the landlord and Alberta Education within a day of its occurrence.

3. Mechanical Failure

- 3.1 In the event of a mechanical failure, the Principal may order the evacuation of the building.
- 3.2 The landlord must be notified of the failure and, if necessary, the fire department.
- 3.3 Follow the instructions of the landlord or the fire department, if on the scene.
- 3.4 If necessary, the Principal may order closure of the school.

Legal Reference: *Occupational Health and Safety Act*
Occupational Health and Safety Code
Occupational Health and Safety Regulation

Cross Reference: AP-131 Emergency Closure

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