

Administrative Procedure 3040 MR1

Emergency Preparedness – Fire

1. Inspections

Fire safety inspections shall occur twice in each school year at each school/site. This is to be completed by the school administration or site supervisor in conjunction with the appropriate fire marshal. The district health and safety officer shall assist when requested.

2. Fire Drill Procedures

2.1 Fire drill and evacuation procedures shall be established in each school/site.

2.2 Drill procedures at schools shall include:

2.2.1 a first aid kit being taken to the command post. Emergency medical forms and supplies shall be kept close to or within the emergency first aid kit;

2.2.2 classroom doors and windows being closed;

2.2.3 quiet, orderly and purposeful evacuation;

2.2.4 reporting procedures to the command post.

3. Fire Drills – Times

As per the *BC Fire Code*, fire drills shall be held as follows:

- three (3) drills between September and January 31, with the first being no later than September 30;
- three (3) drills between January 31 and June 30.