



## FIRE DRILLS FOR SCHOOLS

### Background

Section 31 (h) of the *Fire Services Act* requires that a system of fire drills approved by the Fire Commissioner, be adopted, and practiced by all persons in every school, childcare facility, children's home, or other institution for the education or care of children.

For schools attended by children, the Fire Commissioner has approved a fire drill system that consists of total evacuation fire drills held at least three times in each of the Fall and Spring school terms.

Subsection 2.8.2. of the British Columbia Fire Code requires that an acceptable fire safety plan be prepared in cooperation with the fire department and any other applicable regulatory authorities. An acceptable fire safety plan must include the requirement for a regular system of fire drills. (For further information on fire safety plans see Guideline No. 84-4, Establishment of Fire Safety Plans.)

It is recommended that the local fire chief be contacted for any assistance necessary in organizing fire drills or designing system to meet any special needs.

### Procedures

1. The Principal or person in charge of the school shall instruct all staff members in the fire drill procedure. The person in charge shall also ensure that all staff members have a copy of the fire drill procedure in their possession.
2. Each teacher, as directed by the Principal or person in charge, shall instruct the pupils in the approved fire drill procedure and make provision for the special care of any pupil who may be physically or mentally incapable of proceeding to the exits.
3. Any teacher who leaves a class unattended, must notify the person in charge of the nearest classroom, who will then become responsible for the unattended class and will be required to take charge of both classes in the event of a fire alarm or fire drill.
4. A teacher may appoint one or more pupils from the class to act as monitors in the event of a fire drill. These monitors shall check to ensure that no children remain in the classroom or cloakroom or any part thereof. Upon completion of this check, the monitors shall report to the teacher and then take their places with the rest of the class.
5. The Principal, or person in charge of the school, shall have all corridors and stairs checked daily to ascertain that doors are free to open and that no obstructions exist.



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6. The Principal or person in charge shall ensure that the fire department is notified immediately when a fire alarm occurs. The emergency telephone number for the fire department shall be prominently displayed near all telephones in the school.

Reference: Sections 17, 20, 22, 65, 85 *School Act*  
B. C. Fire Code  
*Fire Services Act*  
School Regulation 265/89

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