



AP 313 – FIRE SAFETY

BACKGROUND

Saskatoon Public Schools complies with the requirements of the national fire safety legislation. Saskatoon Fire and Protective Services has reviewed these procedures and provided additional resources that have been posted on the Safe and Caring Schools' portal as reference documents.

PROCEDURES

Principals play a significant role in ensuring fire safety responsibilities are met and tasks are completed. The following responsibilities and tasks have been assigned to the school principal.

1. School Safety Plan: Each school must have a Safety Plan. An important component to the Safety Plan is the Fire Safety Plan which includes written procedures, including the duties of staff members, and meeting points for the evacuation of each building in case of an emergency or fire drill.
2. The principal shall review the Fire Safety Plan annually with staff during School Opening. Staff members are required to review fire drill procedures with their students.
3. Fire Emergency Procedures must be posted in conspicuous places throughout the school with directions showing all school exits and the routes of egress from the building.
4. The principal or designate shall call 911 and evacuate the building in an emergency arising from a fire hazard or risk of an explosion.
5. The Principal must ensure that all staff, students and other occupants leave the building when the fire alarm is sounded. Teachers are required to take class lists with them to assist with the accounting of students. The Principal will collect the class lists. When First Responders arrive on the scene, the principal will use that information to update the Incident Commander with information as requested.
6. All staff and students shall be familiar with the sounding of the fire alarm system to avoid evacuees returning to a building during an emergency.
7. The principal shall cooperate with personnel from Saskatoon Fire and Protective Services regarding inspections and fire drills.

Principals have specific responsibilities related to fire drills. These responsibilities are outlined below.

8. The Principal shall conduct a minimum of six fire drills throughout the school year at different hours of the day with or without advance warning. At least three fire drills shall be held in the fall prior to November 15.
9. A Shelter in Place Drill, above and beyond the required fire drills, must also be held once during each school year.
10. The Principal shall keep a record of the dates on which fire drills were conducted and the length of time necessary for evacuation.
11. All fire drill alarms shall be sounded on the fire alarm system.
12. The Principal shall use discretion in holding drills during inclement weather.



13. Excessive amounts of combustible (paper decorations and displays) materials in classrooms, on doors and in hallway corridors are to be addressed with staff as they pose a fire hazard.
14. Excessive amounts of combustible (paper decorations and displays) materials in classrooms, on doors and in hallway corridors are not acceptable.
15. Decorations of cloth, paper or other flammable materials used for special occasions or on Christmas trees shall not be permitted in schools unless flameproof. The use of natural Christmas trees, candles or open flames during special functions is prohibited.

To ensure safety of life the principal and building operator shall attend to the following directives.

16. No entrance or emergency exit doors may be blocked, barred, bolted or locked in occupied areas.
17. Outside fire escapes and exits shall extend to ground level and be kept free from ice, snow and other material which may interfere with their use.
18. All boxes, crates, and other containers used in any school or on school grounds shall be organized to provide clear ingress and egress to and from the school and kept away from any source of fire.
19. No person shall burn combustible material on school property without having obtained a written permit to do so from Saskatoon Fire and Protective Services.
20. Combustible or explosive materials, flammable liquids or hazardous chemicals are to be securely stored in a manner which avoids a fire hazard.
21. Flammable liquids and hazardous chemicals shall not be discharged into the sewer system.
22. The building operator and maintenance personnel shall ensure that fire alarms are maintained so they are audible in all parts of the school and a record kept of each test date and the performance of the system.
23. The Building operator and maintenance operation managers shall ensure that all fire extinguishers are of an approved type, in the appropriate location, and operative. Fire extinguisher checks are to be documented and a record kept at each school.

Reference: Section 85(w), Education Act
Crisis Management Resource Binder
National Fire Code – Section 2.8
Fire Drills 16-12; Fire Safety Plan: Bulletin 17-12

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