

Administrative Procedures Manual	Administrative Procedure 167
	Fire Drills
	APPROVED: September 1, 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019, December 2014
LEGAL REFERENCE:	Section 33, 52, 53, 196, 197, 222 Education Act Disaster Services Act Fire Prevention Act Section 3 Government Emergency Planning Regulation

Background

In the event of a fire, it is essential that students, staff and visitors evacuate the building as quickly and safely as possible. The purpose of a fire drill is to provide students with the opportunity to practice a quick and orderly exit from the school in the event of a fire or other emergency. It is also essential that every precaution be undertaken to prevent fires from occurring.

Procedures

1. Frequency
 - 1.1 It shall be the duty of the Principal to have three (3) fire drills in the fall and three (3) fire drills in the spring/summer.
2. Participation
 - 2.1 All school building personnel will participate in fire drills.
3. Records
 - 3.1 The Principal shall keep a record of each fire drill ([Health and Safety Form 0795](#)) [Drill Record](#), noting the date, the time for exit, and any unusual circumstances, including scheduled and unscheduled drills. This form shall be posted in the Safety Document Binder in accordance with Alberta Fire Code. This record can also be recorded online on Hour Zero under Drills.
 - 3.2 An additional copy of each report shall be filed with Division Office for insurance purposes.