

**2.7 AFTER HOURS USE OF FACILITY**

\* In case of an Emergency please contact:  
Heather Morse, Principal 902-538-8281

## **2.7 After Hours Use of Facility**

### **2.7.1 Introduction**

This school *fire safety plan* is to be administered and implemented by the *Principal*. This section has been designed specifically for after hours use. All after hours activities shall have a person who will be designated in charge of fire safety. This person will be familiar with the fire safety requirements for the *facility*. This person will coordinate with the *facility* administrator or *Principal* to ensure that they are fully aware of the fire safety requirements for the *facility*.

It is intended that all staff members will be given training in the various aspects of fire safety. After hours use and sleepover forms are to be completed and issued.

If there is anything you are unsure of, do not hesitate to contact your supervisor or the *Principal*.

### **2.7.2 Fire Emergency Procedures**

Knowing what to do in case of a fire or a fire alarm is extremely important in order that every fire emergency is dealt with safely and efficiently. These fire emergency procedures have been developed specifically for after hours use.

#### Discovery of Smoke, Fire or Upon Hearing an Alarm

##### **Implement the R.A.C.E. principle:**

R – Remove persons in immediate danger

- Remain calm and be alert for signs of fire.

A – Activate the fire alarm system using the nearest pull station

- Designated person contacts 911 or 9-911

C – Contain smoke and fire

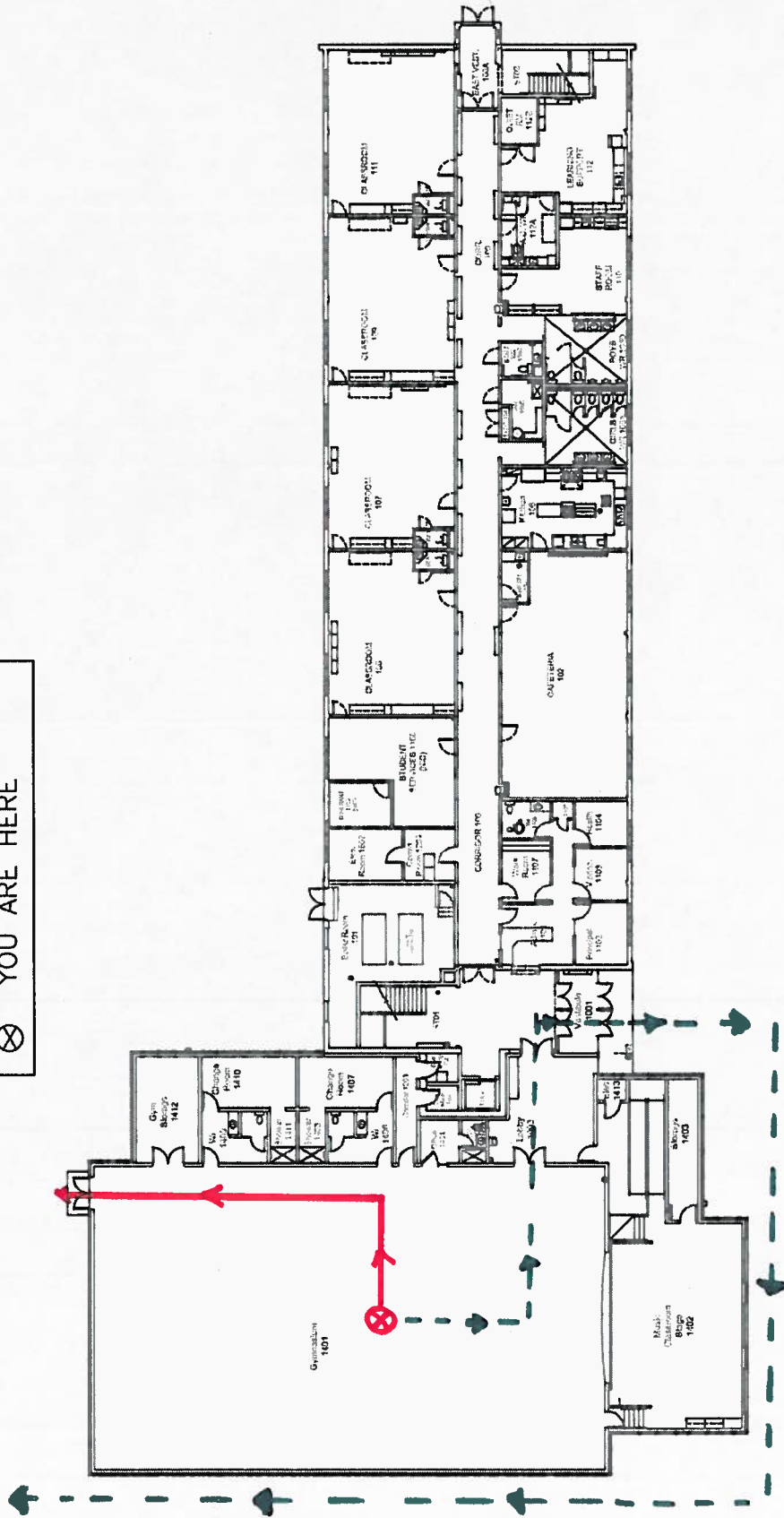
- Staff are to carry out their specific assigned duties as per the fire emergency plan.
- Close all doors behind you.

E – Evacuate the building using the nearest exit

- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Evacuate to the exterior designated meeting area.
- Conduct a roll call.
- Do not leave the meeting point until instructed to do so.

EMERGENCY ROUTES

- ➔ PRIMARY ROUTE
- ➔ SECONDARY ROUTE
- ⊗ YOU ARE HERE



FIRST FLOOR

SOMERSET & DISTRICT ELEMENTARY SCHOOL FIRE ESCAPE PLAN, VIEW 1		ANAPOLIS VALLEY REGIONAL SCHOOL BOARD NOVA SCOTIA		DATE: _____ DIRECTOR: _____ DEPT: _____		01SEP08		650-FSP-0909-001		SERIES: FSP	
Med		Date: _____		Name: _____		Dept: _____		UPDATES		Description: _____	
A		REVISION		KFF		OPS		SCHOOL NUMBER: 650		1/8	
K		DATE: _____		NAME: _____		DEPT: _____		DRAWN BY: _____		DESIGNED BY: _____	
KFF		DATE: _____		NAME: _____		DEPT: _____		DRAWN BY: _____		DESIGNED BY: _____	