

Berwick and District School

Fire Safety Plan

2014-15

220 Veterans Drive
Berwick, N.S

Emergency Telephone numbers:

Cindy Dickie (principal)	(902) 599-0218
Isaac Schruman (vice-principal)	(902) 844-2443
Bill Walsh (Phys. Ed. Teacher)	(902) 670-3230
Mike Jordan (KMBA liaison)	(902) 698-9661

**FIRE SAFETY PLAN – INFORMATION FOR IN-SCHOOL PERSONNEL
BERWICK & DISTRICT SCHOOL**

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.

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Note: Occupants are to evacuate the building immediately, regardless of weather conditions, unless an exemption has been provided by the Office of the Fire Marshal. Persons are not permitted to retrieve coats or personal belongings, unless authorized under the direction of the fire department. Following evacuation refer to the School's Emergency Response Plan.

Be prepared to advise the fire department of any related information regarding the fire.

2.7.3 Fire Safety in School *Facilities*

It is important that all *School Board* and *facility* staff are aware of the fire hazards in their work area and develop appropriate habits for good fire safety. These include but are not limited to:

1. Ensure safe storage and use of combustibles or flammable materials, liquids or gasses.
2. Ensure all exit routes are clear and free of obstructions.
3. Smoking on *School Board* premises is not permitted.
4. Be alert for signs of fire.
5. Ensure doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
6. Ensure appropriate use of electrical appliances/equipment
7. Be familiar with the use and location of evacuation plans and evacuation routes, pull stations, fire extinguishers, and fire blankets.
8. Ensure that combustible/decorative materials on any individual wall conforms to the 20% rule (ref. Section 4.2.1).
9. Report all fires.

For additional information, refer to Section 4.0 Operational Requirements in this document.

2.7.4 Fire Extinguisher Usage

The *School Board* shall provide clarification to after hours use staff on the use of portable fire extinguishers. The *Principal* is responsible to ensure that after hours use staff are aware of the *School Board's* directive.