

Fire Emergency Procedures

DO YOU KNOW WHAT TO DO AT YOUR SCHOOL IN THE EVENT OF A FIRE?

UPON THE DISCOVERY OF SMOKE, FIRE OR HEARING THE FIRE ALARM,
IMPLEMENT THE **R.A.C.E.** PRINCIPLE:

- R REMOVE PERSONS FROM IMMEDIATE DANGER**
- Remain calm and be alert for signs of fire.
- A ACTIVATE THE FIRE ALARM SYSTEM USING THE NEAREST PULL STATION**
- Follow the activation instructions on the pull station
- C CONTAIN THE SMOKE AND FIRE**
- Staff to carry out specific duties assigned as part of the school's emergency plan.
 - Close all doors when leaving rooms.
 - Only trained persons should attempt to extinguish a fire, if safe to do so.
- E EVACUATE THE BUILDING USING THE NEAREST EXIT**
- Everyone is to evacuate the building immediately, regardless of weather. No one is permitted to retrieve coats or personal belongings unless authorized under the direction of the Fire Department.
 - Staff conduct a sweep of areas including corridors and washrooms to confirm occupants have evacuated.
 - Evacuate to the exterior designated meeting area.
 - Staff to report to Principal (or their designate) - be prepared to provide information on the fire and any missing persons.
 - Do not leave the meeting area unless instructed to do so.
 - For Individuals Requiring Assistance: With the support of a designated support person(s), proceed to the appropriate exit. If above ground level and further evacuation via stairs is difficult, wait in a designated transition area known as the 'Area of Refuge'. Remain there, as long as it is safe, and until further directed to either continue with evacuation or return within the building. If the Area of Refuge becomes unsafe, evacuation must take place. The designated support person(s) must have a means of communication with the Principal (or their designate).