



Administrative Procedure 165 – Appendix A

FIRE DRILLS

Background

The [Fire Services Act](#) requires that a system of fire drills be adopted and practiced by all persons in every school.

Procedures

1. Inspections

- 1.1. Fire safety inspections shall occur twice in each school year at each school/site. This is to be completed by the principal or site supervisor in conjunction with the fire marshall. The Manager, Health and Safety, shall assist when requested.

2. Fire Drill Procedures

- 2.1. Fire drill and evacuation procedures shall be established in each school/site.
- 2.2. Drill procedures at schools shall include:
 - 2.2.1. A first aid kit being taken to the command post. Emergency medical forms and supplies shall be kept close to or within the emergency first aid kit.
 - 2.2.2. Classroom doors and windows being closed.
 - 2.2.3. Quiet, orderly and purposeful evacuation.
 - 2.2.4. Reporting procedures to the command post.

3. Fire Drills – Times

- 3.1. As per the [BC Fire Code](#), fire drills shall be held as follows:
 - 3.1.1. Three (3) drills between September and January 31, with the first being no later than September 30.
 - 3.1.2. Three (3) drills between January 31 and June 30.

Reference: Sections 17, 20, 22, 65, 85 School Act
B.C. Fire Code
Fire Services Act
School Regulation 265/89

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