

St. Mary's Catholic Independent School

1701-5<sup>th</sup> Street South, Cranbrook, BC V1C 1K1 250-426-5017

# Fire Safety Plan Document

## **Emergency Fire Plan 2021**

1. Administration reviews fire exit procedures annually with staff.
2. Fire drills are held in various ways to mimic possible scenarios.

### **Procedure for evacuation:**

1. Each class will leave the building through their designated door.
2. If this door is obstructed, the teacher will make the decision about which door to use next.
3. Students are not to cover their ears during drills.
4. Teachers are to count students as they leave the building; the teacher usually leaves last. All teachers are to designate a lead student to lead the class to the muster point. The lead student must be trained to tell the teacher if the door feels hot.
5. Everyone is to leave the building in an orderly fashion.
6. Teachers are to take their emergency bag on their room wall that contains class lists, contact information, emergency booklet, and clipboard.
7. Teachers should take their cell phone - only if it is close.
8. Teachers must teach students to not overcrowd when exiting.
9. In the event of an unexpected problem, fire safety procedures take precedence over COVID-19 protocols.
10. Staff are not to worry about masks for themselves or students when the fire bell brings unexpectedly. If people do not have a mask on or within reach, do not seek out masks. Leave the building immediately.

### **Muster Station and processes:**

St. Mary's primary Muster Station is the soccer field. Classes will gather here, take attendance, and send a runner to the school secretary who will be waiting in the field.

St. Mary's secondary Muster Station is another location on school property as determined by the nature of the problem, or The Baptist church parking lot or Christ the Servant church as required. These are secondary Muster Stations depending on the issue.

### **Contract Personnel for Emergency Purposes**

1. Jerelynn MacNeil 250-420-1816 Principal

2. Maureen Martine 250-489-8815 Day Care Manager
  3. Josh Fennema 250-417-9664 Maintenance
  4. Al Cole 250-420-1049 Custodial
- All phones are cell phone's

Fire Alarm Verification is completed every August by Mitech Electric in Cranbrook. The school contacts Mitech if there are any issues after a drill.

The maintenance man (Josh Fennema) completes fire extinguisher monthly checks and signs off on it and has all extinguishers re-calibrated each fall.

### Fire Drill Processes:

- A minimum of 6 drills occur annually.
- Drills are prescheduled; sometimes they are a surprise as this decreases student anxiety.
- Only one per month are scheduled as our Day Care must do one monthly.
- The Principal: Triggers the alarm at the front door;
- The principal then checks the gym, student bathrooms, and each classroom down the hallway, then she walks around the front of the school to open all gates, and then around the back to the field where the secretary is collecting attendance. She then waits to meet the fire trucks in the parking lot.
- The secretary takes the attendance binder, and exits the school through the Day Care end, checking that rooms are empty as she goes – and exits through the Day Care door and goes to the field to collect all class attendance. She will then bring that information to the principal in the parking lot.
- During drills, the secretary checks the basement on days when there are rentals in the basement.

### Staff training and training techniques.

Staff are trained annually on all emergency procedures. Drills are debriefed when things go wrong. We also practice 'hiding some students', blocking off doors, having classes be in different rooms or even in the Day Care end of the building, and finally ringing the bells as students enter the building so they learn not to enter any building when fire bells are ringing.



### Groups on site daily:

- Montessori – has a separate portable out back. They use our basement twice a day for 30 minutes.
- Day Care is located in the parking lot end of the building. There are three rooms that they occupy.
- The school band room is also next to Day Care and is occupied only Tuesday, Wednesday and Thursday from 1:00PM-3:00PM.
- All hourly staff sign in/out at the front door daily.

Hazardous materials: Are stored in a metal cabinet in the basement in the large storage room closest to the parking lot entrance at the back far left of the room.

### What to do if you smell smoke or see a fire:

- Staff are to notify the office immediately of a fire
- If there is no one at the office, staff are to ring the fire bell at a station;
- All people are to exit in an orderly fashion at the nearest exit and proceed to the Muster point - soccer field- and report to their class or to the school secretary if they have no designated class.
- Staff are to close their room doors and leave the lights on.

Monday, February 8, 2021

# MUSTER POINT

School soccer field