

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**School Fire Drills**

**SECTION/CODE:**

**School Operations D – 10**

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**APPROVAL DATE:**

**April 3, 2023**

**SUPERSEDES:**

**November 12, 2018**

**NUMBER OF PAGES:**

**Page 1 of 1**

**REVIEW DATE:**

**April 2027**

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**POLICY STATEMENT**

In accordance with the Ontario Fire Code, Ontario Regulation 213/07, It shall be the policy of The Protestant Separate School Board of the Town of Penetanguishene (PSSBP) to require school fire drills in the manner as outlined in the Administrative Procedures.

**POLICY PURPOSE**

To outline the process and requirements of fire drills to ensure the safety and protection of students and staff at Burkevale Protestant Separate School.

**ADMINISTRATIVE PROCEDURES**

1. In accordance with *Ministry Regulation 298 (6)* and appropriate *Ontario Fire Code*, the Principal / Vice-Principal shall hold school fire drills:
  - 1.1 At least three times during the fall term, and
  - 1.2 At least three times during the periods from January to June
2. Sufficient fire drills shall be held in September and October to establish the efficiency of staff and students in evacuating school buildings.
3. Every person in the building shall take part in the fire drill.
4. Thereafter, fire drills shall be held with whatever frequency is necessary to meet safety standards of evacuation. Drills are timed and the time is documented. All staff participating in the drill sign the fire drill log.
5. During inclement weather students should not be exposed unnecessarily to climatic conditions during school fire drills.
6. The Principal / Vice-Principal shall make provision for the regular testing of fire alarm equipment and the checking of escape routes.

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7. The Principal / Vice-Principal or designate shall be responsible for seeing that all personnel are evacuated from the school building.
8. In the event of a fire, refer to Policy D – 31 Emergency Preparedness Plan and the School Fire Safety Plan filed in the main office.