

BUSINESS - SCHOOL OPERATIONS

Fire Alarm Response

1.0 Duties During Fire Alarm

1.1 Person assigned to call Fire Department:

- (a) Call Fire Department and Security and give name and address of school and state that the fire alarm is sounding.
- (b) Exit building.
- (c) Report to Principal or designate who should be located near the school's main entrance.
- (d) Do not re-enter the school or turn off the alarm until the Fire Department has arrived and checked out the building.

2.0 **Actions to be Taken During Actual Fire “Drill”** **(DRILL indicates a PRACTICE)**

2.1 Person assigned to call Fire Department:

- (a) Call Fire Department and Security before the start of the fire alarm sounding and give the name and address of the school and state that your school will be conducting a fire drill.
- (b) During the fire drill, exit building and report to principal or designate who should be located near the school's main entrance.
- (c) After fire drill, call the Fire Department and Security and inform them that the fire drill is completed.
- (d) Complete the fire drill log in the red fire binder.

3.0 Fire Departments by Municipalities – All Emergencies 911

Oshawa Fire Department
(905) 433-1238

Whitby Fire Department
(905) 668-3312

Ajax Fire Department
(905) 683-4481

Pickering Fire Department
(905) 839-9968

Scugog Fire Department
Port Perry
(905) 985-2384

Uxbridge Fire Department
(905) 852-3393

Stouffville Fire Department
(905) 640-1111

Sunderland Fire Department
(705) 357-3333

Cannington Fire Department
(705) 432-2441

Beaverton Fire Department
(705) 426-7411

Brock Fire Department
(705) 432-2355

Appendix:

None

Effective Date

91-09-03

Amended/Reviewed

2006-08-03

2010-10-04

2016-07-04