

ADDENDUM 1: SAMPLE LETTER

Date

Dear Parents/Caregivers

As part of the **Insert: School Name** fire safety plan, an evacuation procedure has been designed to accommodate the needs of persons requiring assistance. This plan has been approved by the Chief Fire Official.

The plan involves the use of administrators, teachers and educational assistants trained in proper lifting and transfer techniques, and where appropriate, use of equipment recommended by Occupational Therapists or Physiotherapists.

To minimize potential for injury due to evacuation, students requiring assistance may be taken to a safe, temporary refuge area as identified in the plan, with evacuation staff in constant communication with the school administration. Should evacuation prove necessary the staff will then complete the process following appropriate techniques previously demonstrated to the Fire Prevention Officer.

Principals will, annually, provide the Fire Prevention Officer in their school area with a list of persons requiring evacuation assistance who are regularly in the school (e.g., students and staff). This information will be kept in the school as well as within the electronic database shared between the DDSB and local fire departments for communication with responding crews.

These emergency evacuation procedures will ensure a safe exit from the school when needed. If you have any concerns or would like further discussion, please contact us at the school..

Principal – **INSERT: Principal Name**

c: Superintendent of Inclusive Student Services
Within master fire plan on site at the school