



Fire Prevention and Safety

Rules Governing Fire Prevention and Safety in Public Schools
(to be observed by all staff members of the school/building)

Exits and Passageways

1. All stairways, landings and passageways must be kept free of anything that would block or narrow the exits.
2. All doorways of classrooms must be kept entirely clear. There must be a clear space at each door and all seats that interfere with free and rapid movement must be removed. Aisles and passageways must be clear at all times.
3. All fire doors marked "This is a fire door, never leave it open" must not be fastened open at any time.
4. All exit doors and exterior landings must be kept clear of snow.
5. In schools where lectures or other entertainments are provided for the general public, the exit doors must not be locked at any time while the audience is within the building. Immediately before any such assemblies the exit door must be tested and exterior landings cleared of snow or other obstruction.

Auditoriums, Gymnasiums and General Purpose Rooms

1. Plans of all assembly halls will be provided to the principal/building manager showing the required layout of the seating arrangements and the necessary aisles that must be maintained.
2. Moveable chairs must not be used to increase the seating capacity of auditoriums beyond that approved by the Fire Prevention Officer. All chairs must be fastened together in groups of eight chairs if 200 or more chairs are used for an assembly.
3. All scenery, drapes, decorations and other paraphernalia used in places of assembly shall be maintained in a flame-proof condition.

Storage and General "Housekeeping"

1. Doors of shops, science rooms, and any other rooms containing supplies or equipment likely to present a hazard, must be locked when these rooms are not in use. Students should not be permitted access to such rooms unless accompanied by a staff member.
2. Floors, work benches, tables and other equipment must be kept clear of accumulations of sawdust/metal shavings and other litter of all kinds.
3. Attics, open cellars, crawlspaces and mechanical/electrical rooms must not be used for the storage of furniture, books, lumber or any other materials without a permit from the Fire Prevention Officer.
4. Students' individual desks must be kept clear of waste paper at all times.
5. Paper must not be hung on classroom doors or from ceilings at any time.

Flammable Materials

1. Combustible material must not be stored under or near gas meters, electrical meters, switchboards or adjacent to other mechanical or electrical equipment.
2. All flammable liquids must be kept in approved fire-proof automatic self-closing metal containers.
3. Matches must not be stored in schools. In science rooms where it is necessary to ignite gases, candles, etc. it is advisable to use friction lighters instead of matches.
4. Rubber hose must not be used for gas connections except on laboratory tables.
5. Gas mains to laboratories must be shut off and locked when not in use.
6. Not more than 20% of total wall space can be covered with combustible materials in a classroom.
7. No upholstered furniture is allowed in classrooms.
8. No carpet to be used in classrooms unless approved by the Fire Prevention Officer.
9. Not more than 5 % of total wall space can be covered with combustible materials in the halls.
10. There should be no combustible materials within one (1) metre of any entrance or doorway.

Electrical Equipment

1. No electrical appliances of any kind may be attached to light sockets.
2. Electrical equipment which is not the property of the Winnipeg School Division must not be used without permission from the Director of Buildings and the Winnipeg School Division Workplace Safety and Health Officer.
3. Electric hot plates must not be used unless approved by the Director of Buildings and the Winnipeg School Division Workplace Safety and Health Officer.
4. Electrical systems larger than 15 ampere capacity must not be used without permission from the Director of Buildings and the Winnipeg School Division Workplace Safety and Health Officer.



Instructions Relating to Fire Alarms and Fire Drills

To ensure the safety of staff and students in case of fire, three essential concerns include:

1. Fire alarm and fire escape systems are in good working order, with full knowledge on how to use them.
2. A definite procedure to be followed in case of fire.
3. Adequate drills to ensure prompt and certain action when an alarm is given.

The Following Regulations will govern the practice of the schools in these matters:

Fire Alarms and Fire Escapes

1. All members of the teaching and custodial staff must be familiar with the exact location of the fire alarm pull stations in their respective schools and must know how to turn in alarm in case of fire and how to proceed subsequently.
2. An auxiliary system (i. e. hand bells) must be used in case the automatic fire alarm system fails.
3. The fire alarm must not be used for any purpose other than fire drills or alarm in case of fire. The "Drill" switch (if provided) must be used for fire drills and for testing fire alarm bells. The fire alarm system must be tested by the custodian each morning at least half an hour before school assemblies to ensure that all bells are in working order.
4. The custodian must examine fire escapes and exits each morning before school assemblies and see that all doors open freely and that all platforms and stairs are cleared of ice, snow and other obstructions.
5. The principal/building manager shall, at the beginning of the school term, make provision for some other member of their staff to control fire drills in case of their absence and to assume all other duties of the principal in case of fire. Such person in a school should be familiar with the general regulations regarding fire and the supplementary regulations for the school in which they are acting.
6. Special attention should be given to beginning students, to students suffering from physical and mental handicaps, and to students enrolled in visiting classes.
7. Some person or persons should be delegated to see that every room is emptied (including cloak-rooms, washrooms and basements).

Procedure To Be Followed In Case of Fire

1. Immediately after the discovery of a fire, the school alarm must be sounded. Automatic and manual fire alarms must be reported by calling "911".
2. All persons not engaged in directing the evacuation of the building shall evacuate the building in accordance with the established fire drill procedure.
3. The operating staff shall leave all systems operating and be available to assist the fire department, if requested, to shut down equipment. Teachers shall shut off all gas valves and other equipment in their charge when fire alarm bell sounds.
4. Employees not engaged in directing the evacuation of the building shall use fire extinguishers only if the fire is incipient or small and they have received appropriate training.

Fire Drills

Fire drills assist the development of systems, discipline and control in case of an emergency.

1. During a drill, all occupants should promptly proceed to empty the school/building in a quiet, calm and orderly fashion. There should be no running.
2. In schools where any student or teacher remains during the lunch break, the principal/building manager shall make provision for appropriate procedures in case of fire or fire alarm.
3. No person may be excused from taking part in fire-drills. This regulation applies to everyone within a building.
4. Any ring of the fire bell is a fire-alarm and must be obeyed.
5. No person taking part in a fire drill in a school/building shall be permitted to take with them any article of clothing or other possession not on their person at the time of the fire alarm.
6. The teacher shall close the classroom door after the last student has made their exit.
7. Upon exiting the school during a fire drill, students are to be lined up in classes with their teachers on the school grounds at a reasonable distance from the building. Before the recall signal is given each teacher shall check the class they are in charge of to make sure that no student is left in the building.
8. When a fire alarm is sounded, any student who has left their classroom for any reason, whether he is in the school or on the property, shall go directly to meet their class at the appointed area for roll-call. Students are to be instructed concerning this requirement.
9. Instructions 5, 6 and 7, noted under "Fire Alarms and Fire Escapes" apply to all fire drills.
10. Fire drills shall be held at least ten times in each school year.
 - a. Six drills prior to November 15.
 - b. The remaining number of drills prior to the end May 31 of each school year.
 - c. An electronic form "Fire Drill, Lockdown, Alarm and Evacuation Report" is to be completed and sent to the Workplace Health and Safety Officer on the day of the fire drill.
11. In schools equipped with fire escapes, they are to be used in fire drills.
12. From time to time, a drill shall be conducted as if a normal exit were blocked.

At no time shall any staff or student re-enter a building without obtaining clearance from the Emergency Services Commander.

Supplementary Instructions

1. Supplementary instructions for each school (after approval by the Workplace Health and Safety Officer and the Superintendent) shall be issued by the principal/building manager to all teachers regarding conditions and duties peculiar to the school.
2. These supplementary instructions and cards showing rapid dismissal instructions shall be posted near the exit doors of all rooms used by students for study or instruction. (This includes auditoriums and gymnasiums.)

MAIN FLOOR

To Gym
To Upstairs

11 McCartney Resource

10 Zeglinski Guidance
Quigley Social Work

ALT ENTRY

9 Tolentino 1/2

8 Slobodian 1 IMM

Student Washroom
Staff Washroom

MAIN ENTRY -
FRONT DOORS

7 Kuyp N/K

6 Pronyk K-IMM

12

13 Howard 2/3

Prep Room
OFFICE

To Downstairs
and Parking Lot

To Upstairs

15 Ross Moore
1/2 IMM

16 Litardi 2/3 IMM
66 Family Room

Downstairs & "Elevator
/ Ramp Door"
To Upstairs

UPSTAIRS

To Main Floor

27 Prince 5/6 IMM

26 Sisko 4/5/6

25 Groff 3/4 IMM

24 Ellana 5/6
To Main Floor

CSS

18 Chan 3/4

19 Heart and Sole
(Exercise Room)

Staff Room and
Washroom

20 Armenti
4/5/6 LINKS

LIBRARY

23 Kelisch
4/5/6 TAP

To Main Floor

DOWNSTAIRS

To Gym
and Main Floor

DAYCARE

Student Washroom
(Girls)

2 MUSIC
Golubchik

ART ROOM

DAYCARE

Student Washroom
(Boys)

To Main Floor

GYMNASIUM

ENTRY -
GYM DOORS

GYM
Kay

To Main Floor
To Main Down stairs

Inclusion Policy

We at Mary Kardash Child Care accept and welcome children of all abilities. Each child is valued, and we strive to make them feel accepted with a program that benefits all children equally. Children of all abilities have equal access to participate in our program both indoors and out, at the centre or out on field trips. Areas are arranged so children can move freely and make choices according to their abilities and interests.

Opportunities are provided for all children to learn through play by engaging with their peers and the support of knowledgeable staff. The interactions with peers and staff will help promote growth in all developmental areas. Our enhanced ratio provides strategies and opportunities for every child to participate. Inclusion ensures active and meaningful participation. Parents/guardians and professional linked to the child will be shared to develop the best programming. The program may vary based on the needs of each child.

Mary Kardash Child Care respects and acknowledges the needs of families and offers support based on appropriate developmental choices and needs of the child. Input from parents or other professionals is encouraged to develop the best program strategies and support for their child.