

Safety and Emergency Measures 10100 Fire Prevention and Safety	Administrative Application	
	Last Reviewed / Approved on:	February 20, 2026
	References:	Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Education Services Superintendent responsible for emergency response planning for the Regina Catholic School Division (RCSD), in conjunction with principals, shall ensure that fire safety, prevention, and response procedures are established and followed in each school.

Application

1. The principal and caretaking staff shall regularly inspect the school for possible fire hazards.
 - a. The following are considered hazards and must not be permitted:
 - i. The blocking open of fire exit doors and routes or the locking of a fire exit door.
 - ii. The use of unauthorized electrical equipment.
 - iii. The use of long cords for extension to electric lights.
 - iv. The accumulation of cloth, paper, and other flammable materials when not in use, e.g., wastepaper, empty cartons, shavings.
 - v. The improper storage of combustible materials.
 - vi. The improper storage of Class 1 liquid such as naphtha or methyl acetate. This type of liquid shall not be kept in the school except for demonstration, mechanical, or medicinal purposes.
 - b. If any hazards are found, they are to be corrected or immediately reported in writing to the Manager of Facilities and School Superintendent.
 - c. The Manager of Facilities or designate shall ensure that each school and building is equipped with the required number and type of fire extinguisher and fire emergency safety devices as determined by local codes, and that they are in proper working order, tested regularly (where applicable) and inspected annually by a professional (where applicable).

- d. The principal and caretaking staff should frequently inspect the main doors and doors leading to fire exits.
 - e. All members of the school staff should be familiar with the location and operation of fire extinguishers in the school.
 2. The fire alarm system shall be tested at least once each month, and a record of these tests shall be kept by the principal. The fire alarm system shall not be used except in case of fire or in connection with fire drills.
 3. Six (6) fire drills shall be conducted in each school each year. Three (3) times in the fall season and three (3) times in the spring season.
 - a. The principal, in advance of school opening each year, shall develop a detailed fire drill plan for the school. Fire drill plans should provide for the following:
 - i. The orderly and prompt evacuation of all persons from the building.
 - ii. The stipulation that evacuated staff and students proceed to designated Muster Spot(s) at a safe distance from the building.
 - iii. Provision for monitors to hold open exit doors.
 - iv. Direction for staff members to act as monitors to check all areas and report the evacuation as complete.
 - v. Direction for designated staff members to notify the Regina Fire Department.
 - vi. Direction and provision for staff members or monitors to be stationed as necessary at the foot of stairways and fire exits to prevent accidents.
 - vii. Direction that teachers in charge of classes use the register or class list to account for all students.
 - b. The principal shall ensure that all staff and students are aware of their respective duties and responsibilities during fire drills.
 - c. The school plan for fire drills shall be posted conspicuously in the office, in each staff room or staff work area, in the caretaker's room, and in each wing of each floor at or near a fire alarm station.
 - d. Detailed instructions for the evacuation and route of students and staff shall be posted in classrooms and other auxiliary rooms used by students. These instructions should be reviewed with students at least once each month.