



# Fire Drill Procedures

## Through-out the Year

As per the current British Columbia Fire Code Regulations 2018, Subsection 2.8.3.2, fire drills shall be held:

**At least 3 times in each of the fall and spring school terms.**

- Notify Prestige Alarm Monitoring Station at: **1-877-374-0918**
  - ✓ Identify yourself:
    - ✓ School Name
    - ✓ City
    - ✓ Time of Test
- Initiate fire drill by one manual alarm initiating device (pull station) – to be operated on a rotational basis. Record the time you are initiating the alarm.
- **Check** all fire bells, **Reset** fire alarm system and **Close** all open doors that are fire system operated.
- Notify Prestige Alarm Monitoring Station to inform the test is completed.
- Fill out the School Fire Drill Report and keep a copy on file in the yellow binder – at the back of Section 12 Reports and Sources. E-mail a copy to [maintenance@sd22.bc.ca](mailto:maintenance@sd22.bc.ca)