



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 Telus Alarm Monitoring Station at: **1-888-887-0744**
 - ✓ 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 Telus 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



SCHOOL FIRE DRILL REPORT

School _____
Principal _____
Custodian-in-Charge _____
Total Enrolment _____
Time of Fire Drill _____
Date _____

PULL STATION	BELL TEST		EVACUATION
NUMBER/LOCATION	OK	REPAIRS	TIME

Comments: _____

Principal's Signature _____

Custodian's Signature _____

FIRE DRILL PROCEDURE

1. Notify Telus Alarm Monitoring Station 10 minutes prior to fire drill **1-888-887-0744**
 - ✓ Identify yourself :
 - ✓ School Name
 - ✓ City
 - ✓ Time of Test
2. Notify Board Office Receptionist of fire drill by phone 250-542-3331
3. Use a different pull station each time to initiate an alarm
4. Check all fire bells
5. Reset the system and open doors that are fire system operating
6. Notify Alarm Monitoring Station of test completed
7. Record:
 - a) Date
 - b) Pull station number or location
 - c) Bell Test
 - d) Evacuation Time
 - e) Comments (work order #, etc.)
8. Keep copy of report in Fire Safety Plan binder e-mail a copy to maintenance@sd22.bc.ca
9. Per BC Fire Code Regulations to be held at least 3 times in each of the fall and spring school terms.