YORK CATHOLIC DISTRICT SCHOOL BOARD FIRE SAFETY PLAN

RESPONSIBILITIES OF PERMIT HOLDERS

- Ensure that all occupants are familiar with the location of exits from the area.
- In the event of a fire, inform occupants that they can manually activate the fire alarm system by using a pull station. Pull stations are located at all stairwell and primary exits from the building.
- Inform occupants the fire alarm sound is a horn.
- Do not use any flammable or combustible material.
- Keep access from rooms, corridors and stairwells free of any material that would restrict egress from the building.
- Persons in charge of children are responsible to ensure they are evacuated during an emergency.
- Any persons that are physically incapable of walking out of the building on their own must have a responsible adult on site to assist them from the building during an emergency.
- Persons that are handicapped and confined to a wheelchair are not to be placed above the ground floor and they must have a responsible adult assigned to assist them from the building during a fire emergency.
- Read or display the attached emergency procedures to occupants.
- Report any cause for concern to the on site custodian.
- Maintain attendance list and ensure all persons attending under permit are accounted for.

DUTIES OF PERMIT HOLDERS

UPON DISCOVERY OF A FIRE

- Leave the fire area and close the door behind you.
- Sound the fire alarm by activating the nearest pull station
- Assist with the evacuation of the persons in your area.
- Leave the building by the nearest safe exit.
- From a safe location dial 9-1-1.
- Ensure that persons do not re-enter the building until authorized by the fire services.
- Ensure that all persons attending are accounted for.

UPON THE SOUNDING OF THE FIRE ALARM SIGNAL

- Instruct occupants to stop their activities and to evacuate the building.
- Inform occupants of the exit locations.
- Leave the building by the nearest safe exit.
- Ensure that persons do not re-enter the building until authorized by the fire services.