



Fire & Emergency Procedures

Community Use permit holders & event supervisors using Kawartha Pine Ridge District School Board facilities are responsible for ensuring the procedures outlined below are followed during an emergency. The permit holder or person in charge is responsible for:

- Ensuring that all persons in the user group are familiar with the Fire and Emergency Procedures and are aware of the location of exits and pull stations. If information on the location of exits and pull stations is required, contact the Custodian.
- Knowing the building address, and if possible, having an attendance list available of all participants.
- Following up with the Community Use of School Coordinator after an emergency to document what happened.

If You Discover a Fire...

1. Leave the fire area closing all doors behind you (do not lock).
2. Activate the building fire alarm system using the closest fire alarm pull station.
3. Warn individuals in the immediate area.
4. Evacuate the building using the shortest, safest route. Do not use elevators.
5. Assist people who require assistance to evacuate.
6. Move away from the building (at least 12 metres).
7. Ensure that the Fire Department has been called → **Dial 9-1-1** . Give the building address.
8. Report to the permit holder or person in charge. They should take attendance, if possible, to ensure that all participants have left the building who were in the building.
9. Provide emergency personnel and Board custodial staff with any information that may assist them, i.e. location of smoke or fire, individuals needing assistance or remaining in the building, etc.
10. If you must remain in the building, seal all openings and signal at a window for help. If possible telephone for help.

If You Hear the Fire Alarm...

1. Warn individuals in the immediate area.
2. Exit the building using the shortest, safest route (know at least two exits from your floor). Refer to the "If You Detect Fire Sound Alarm" signs for the location of the closest exit and an alternate exit.
3. Do not use elevators. Use stairwells.
4. Assist people who require assistance to evacuate, close doors behind (do not lock).
5. Move away from the building (at least 12 metres).
6. Locate the permit holder or person in charge who may be taking attendance.
7. If you must remain in the building, seal all openings and signal at a window for help. If possible, telephone for help.
8. Provide emergency personnel and Board custodial staff with any information that may assist them, i.e. location of smoke or fire, individuals needing assistance or remaining in the building, etc.

9. Do no re-enter the building until permission has been given by the Fire Department.

In Case of Power Outage...

1. Permit holders should make all attempts to leave the building for their own safety as soon as possible. The emergency lighting is only to be used to ensure that occupants leave the site in a safe and orderly manner. Emergency lights **should not be used** by groups to continue their activities.
2. Although the large majority of power outages will be due to downed hydro lines, **we must consider that the outage is for other reasons** (i.e. electrical fire, low water pressure in the sprinkler system).
3. During inclement weather, participants that do not have access to shelter (i.e. vehicle) may wait in the vestibule with permission of the Custodian.
4. Participants must not re-enter the building until permission has been given by either a Board representative (i.e. Custodian, Principal, Community Use Coordinator) or the Fire Department.

In Case of Injury...

The permit holder is responsible for providing First Aid (with their own kit & supplies) to any injuries that may occur during their bookings. Kawartha Pine Ridge District School Board cannot guarantee that Custodians or other staff members on site are properly trained in First Aid or CPR. AEDs are on site at every KPRDSB school. It is the permit holder's responsibility to find out and know the location of the AED within the building.

We ask that permit holders provide all persons in charge with a copy of these procedures to have with them when on site.

If you have any questions, please contact:

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*Procedures effective as of June 2026