



TO All Permit Holders:

## **FIRE SAFETY PROCEDURES**

It is the responsibility of each group leader to review and understand the contents of the Board's Fire Safety Plan which provides simple, basic emergency procedures for the safe evacuation of building occupants. A copy of this plan can be made available to you by speaking to a custodian or principal. At that time the leader will be told which exit door(s) to use in case of an emergency. The permit holder and/ or coach/leader, in turn, will inform all group participants.

It is the responsibility of anyone in the school who discovers a fire to immediately pull the fire alarm. Permit users must vacate the building when the fire alarm sounds and not re-enter pending notice from the Fire Department personnel and/or custodian.

Parking in fire routes on Board property is prohibited at all times.

The permit holder, during the period of use, will be responsible for any fee charged by a municipality or fire department for a false fire alarm due to a malicious act.

Thank you,

A handwritten signature in black ink that reads "K. Baldwin".

Karen Baldwin  
Manager of  
Facilities Rentals