



## SCHOOL/SITE NAME

*Street Address*  
*City, ON*  
*Postal Code*  
*(613) XXX-XXXX*

# FIRE SAFETY/EVACUATION PLAN

**School/Site  
Photo**

The Firefighter's Abloy box YES  NO   
Fire Safety/Evacuation Plan box YES  NO

### APPROVED BY:

\_\_\_\_\_  
*Fire Chief Signature*

\_\_\_\_\_  
*Date Approved*

\_\_\_\_\_  
*Local Fire Department*

\_\_\_\_\_  
*Telephone Number*

**THIS OFFICIAL DOCUMENT IS TO BE KEPT READILY AVAILABLE ON SITE IN THE MAIN OFFICE, CUSTODIAN'S OFFICE AND THE SCHOOL/SITE EMERGENCY RESPONSE BAG FOR USE BY FIRE OFFICIALS IN THE EVENT OF AN EMERGENCY.**



## FIRE SAFETY/EVACUATION PLAN REVIEW RECORD

It is the responsibility of the principal/site supervisor to ensure that the information contained within the Fire Safety/Evacuation Plan is accurate and complete. (*Ontario Fire Code 2.8.2.1.(4) of Division B*).

The fire safety/evacuation plan must be reviewed and updated annually by the principal/site supervisor. Any revised forms along with the Fire Safety/Evacuation Plan Review Record must be sent to the local fire department and copied to the Health and Safety Officer by the last school day in September or whenever there are any changes throughout the year. If there are no revisions to the plan, submit the Fire Safety/Evacuation Plan Review Record to the local fire department and indicate no changes by selecting the applicable box below.

### Instructions

1. Only update the page(s) where information has changed. These may include:
  - Description of Building
  - Audit of Human Resources
  - Audit of Building Resources
  - Building Occupants with Unique or Special Needs
  - Area Assignment by classroom
  - Site/Floor Plans
  - Site specific information related to kitchens, specialized classrooms (e.g. Transportation, manufacturing, construction etc.)
2. **All boxes must be filled in or marked with N/A.**
3. Delete any information/boxes on pages or within body of fire safety/evacuation plan that do not apply to your school/site.
4. Submit the fire safety/evacuation plan review record, along with any revised pages from the fire safety/evacuation plan to the local fire department and the Health and Safety Officer by the last school day in September.

*Note: Submission of the full fire safety/evacuation plan is not required, annually.*

There are revisions to the following: (*check those that apply*)

- |  |  |
|--|--|
| <input type="checkbox"/> Description of Building   | <input type="checkbox"/> Building Occupants with Unique or Special Needs |
| <input type="checkbox"/> Audit of Human Resource   | <input type="checkbox"/> Area Assignment by classroom                    |
| <input type="checkbox"/> Audit of Building Resources   | <input type="checkbox"/> Site Plans                                      |
| <input type="checkbox"/> Site specific information related to kitchens, specialized classrooms (e.g. transportation, manufacturing, construction etc.) | <input type="checkbox"/> Floor Plans                                     |

There are NO revisions to the Fire Safety/Evacuation Plan

Date of Review: _____ Reviewed By (Principal / Designate name): _____ Signature: _____
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## FORWARD

This **Fire Safety/Evacuation Plan** is required by the Ontario Fire Code (O. Reg. 213/07 as amended) in Section 2.8. for buildings containing Group A occupancy. Schools are included in this category.

The **Fire Safety/Evacuation Plan** is designed to:

- Provide occupant safety in the event of fire,
- Provide effective utilization of the fire safety features of the building,
- Minimize the possibility of fires, and
- Ensure proper scheduled maintenance of fire protection systems as required by the Ontario Fire Code.

This plan discusses what occupants are to do in the event of fire, duties of supervisory staff, general fire safety and other related issues.

The **Fire Safety/Evacuation Plan** will also assist firefighters in the performance of their duties in an emergency situation due to floor plans being submitted and building information being provided.

In order for this plan to be effective Principals, Vice-Principals, teachers and assigned substitutes in positions of authority must know the **Fire Safety/Evacuation Plan** and be able to implement it in the event of fire.

All HPEDSB employees shall review the approved Fire Safety/Evacuation Plan at the beginning of each school year, as it applies to them, and become familiar with their responsibilities so that they will act in accordance with the procedures set forth in the plan.

The Fire Department has approved this **Fire Safety/Evacuation Plan**; however, this does not relieve the school management official or assigned substitutes of their responsibilities as indicated in the Ontario Fire Code. The Fire Protection and Prevention Act states that “every person who contravenes any provision of the Fire Code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for an individual or \$100,000 for a corporation or to imprisonment for a term of not more than one year or both”

The Fire Department may require this plan, or parts of it, once approved to be revised if there are any changes to occupancy or use, any change in standards, if the **Fire Safety/Evacuation Plan** has not been kept current or because the Chief Fire Official decides the current plan is no longer acceptable. The Chief Fire Official is to be notified regarding any subsequent changes in the approved **Fire Safety/Evacuation Plan**.

The **Fire Safety/Evacuation Plan** can be found in the following location: Main entrance, main office, custodian’s office and fire safety box, if applicable.



## DESCRIPTION OF BUILDING

CONSTRUCTION TYPE AND YEAR: \_\_\_\_\_

NUMBER OF STOREYS: \_\_\_\_\_

CONSTRUCTION TYPE: \_\_\_\_\_

DATE OF CONSTRUCTION: \_\_\_\_\_

BUILDING ADDITIONS: \_\_\_\_\_

APPROXIMATE AREA OF BUILDING: \_\_\_\_\_

NUMBER OF PORTABLE CLASSROOMS: \_\_\_\_\_

NUMBER OF STUDENTS: \_\_\_\_\_

NUMBER OF FULL TIME STAFF: \_\_\_\_\_

TOTAL NUMBER OF OCCUPANTS: \_\_\_\_\_



### AUDIT OF HUMAN RESOURCES

**Building Owner:** Hastings and Prince Edward District School Board  
156 Ann St  
Belleville, ON  
K8N 3L3  
613-966-1170

**Building User:** School/Site Name:  
Address:

**Building Contact People:** *(choose at least three contacts)*

STAFF CONTACTS	NAME	WORK TELEPHONE NUMBER	HOME TELEPHONE NUMBER
Principal			
Vice-Principal			
Lead Hand			
Secretary			
After Hours Facility Services	On-call Supervisor	613-967-8684	N/A
Before and After School Program			



## AUDIT OF BUILDING RESOURCES

1. **Alarm Monitoring Company** \_\_\_\_\_

2. **Fire Alarm System**

a) **Make and Model** \_\_\_\_\_

b) **Activated by:** *(please check all that apply)*

- Pull Station    Flow Switches    Heat Detectors    Smoke Detectors  
 Duct Protectors

c) **Sounding Device:**    Bells    Horns

d) **Location of Fire Alarm Panel**

e) **Location of Annunciator Panel**

3. **Magnetic Hold Open Devices**    Yes    No

If Yes, how many? \_\_\_\_\_

4. **Emergency Lighting**    Yes    No

If Yes, please check type(s):

Generator    Battery   Length of time \_\_\_\_\_

5. **Exit Signs**    Yes    No

6. **Sprinkler Systems**    Yes    No

Wet    Dry

a. Location of shut off valves: \_\_\_\_\_

b. Area that system protects: \_\_\_\_\_

7. **Elevator**    Yes    No

**Type:**    Passenger    Lift    Dumb-Waiter

8. **Fire Hose Cabinets**    Yes    No

If Yes, please check:

Standpipe Connection – Location \_\_\_\_\_

Other – please specify \_\_\_\_\_



9. Fire Hydrants

a) Municipal Hydrant Location(s): \_\_\_\_\_  
(normally within 5–10 metres from the road)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Private Hydrant Location(s): \_\_\_\_\_  
(found around the property, normally behind school)

\_\_\_\_\_  
\_\_\_\_\_

10. Fire Department Connection(s) – Exterior *(please check all that apply)*

CONNECTIONS	LOCATION(S)
<input type="checkbox"/> Standpipe	
<input type="checkbox"/> Sprinkler	

11. Hydro Service Shut off (Electrical Room)

Location \_\_\_\_\_

12. Water Services Shut Off

Location \_\_\_\_\_

13. Gas Shut Off

INTERIOR/EXTERIOR	LOCATION





14. Specialty Systems (if applicable):

SPECIALTY SYSTEM	LOCATION	Check if N/A
<input type="checkbox"/> Kitchen with suppression system		
<input type="checkbox"/> Kitchen without suppression system <i>*Insert the approval letter from the Fire Department following this form.</i>		
<input type="checkbox"/> Cafeteria		
<input type="checkbox"/> Construction		
<input type="checkbox"/> Manufacturing		
<input type="checkbox"/> Transportation		
<input type="checkbox"/> Childcare		
<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> Other (specify)		



## RESPONSIBILITIES OF PRINCIPAL/SUPERVISOR

1. Establish an evacuation plan for the building and ensure that every occupant knows it and that it is practiced.
2. Provide a copy of the School Staff Fire Emergency Procedures, specific to the role, to all staff. A copy must be kept in the employees day plans/supply binder.
3. Pre-assign staff to check the school, including all washrooms, change rooms, boiler rooms, mechanical rooms, store rooms, health rooms and all ancillary spaces to the maximum extent possible to ensure that everyone is out of the building during any fire alarm. Provide a copy of the Assignment by Room to staff that are required to check alternate spaces.
4. Assign primary and secondary exit routes, using designated exits for each room.
5. Assign assistance for any occupants requiring support to exit the building during an evacuation. Establish procedures for evacuation of students/staff requiring specialized assistance using the Building Occupants with Unique or Special Needs form to outline the specific details.
6. Ensure that all exits are unobstructed and can be opened from the interior, that corridor and stairwell fire doors are not propped open and that corridors are unobstructed at all times.
7. Ensure a designate is left in charge of the building when Principal is absent.
8. Provide occasional staff (ie. occasional teachers, etc.) with details of school staff fire emergency procedures.
9. Ensure all night classes, childcare providers or community groups using the school are made aware of the school staff fire emergency procedures.
10. Hold the required number of fire drills - 3 per term, fall, spring and summer (only if students are in the building or if there are community use permits in place).
11. Ensure that during any actual fire alarm (planned fire drill exempted), that the fire alarm control panel is NOT reset or silenced until the fire service has arrived and have instructed that it is safe to do so.
12. Ensure that all persons evacuate the building.
13. Ensure that all staff are familiar with the operation of the emergency lighting system, fire safety system, fire alarm panel, fire pull stations and fire extinguishers.
14. Ensure that car parking does not obstruct the ready access of fire service vehicles and equipment to the building.
15. Arrange for appropriate shelter during inclement weather.
16. Ensure that a staff member is designated to take the Emergency Response Bag with them in each evacuation.
17. Ensure that the local fire department is notified by phone 911 of all small fires that have been extinguished by the school staff.



## RESPONSIBILITIES OF CUSTODIAN

1. Assist the Principal/Supervisor or designate, to develop plans for testing of various sections of the Fire Safety/Evacuation Plan.
2. Activate the fire alarm immediately and contact the fire department.
3. Ensure that all windows and doors are closed, designated alternate spaces are checked and proceed to the nearest exit.
4. Ensure that all equipment and motors are shut off.
5. Assist the Principal/Supervisor or designate, in conducting regular and routine fire drills.
6. Notify the fire department when there is a false alarm or faulty equipment.
7. Control of fire hazards in the school/site.
8. Assure that fire safety maintenance duties, as required by the Ontario Fire Code, are completed as outlined in the Fire Safety/Evacuation Plan.
9. Ensure that a schematic diagram, showing the type, location and operation of all building fire emergency systems (e.g. Location of fire alarm control panel, annunciator, natural gas, water, hydro shut-offs and designated fire route) is maintained.
10. Ensure that all exits are accessible (not locked, blocked or obstructed) and all fire access routes are accessible.
11. Alternate procedures outlined in the Firewatch section must be undertaken for the warning of the building occupants if the fire alarm system is out of service. Alternate procedures are provided for maintaining adequate life safety should any of the fire safety devices or systems be removed from service for any reason.
12. Allow people back into the building only when it is completely safe to do so, after the fire department has given permission.



## **RESPONSIBILITIES OF STAFF**

1. Know the location of every alarm signal, traffic route, stairwell and exit which will be used by the students under their care.
2. Ensure Assignment by Room and School Staff Fire Emergency Procedures is part of day plan.
3. Ensure that all motors and other equipment in the immediate area are shut off immediately after the alarm is sounded if teaching a technology or laboratory class.
4. Ensure classroom windows are closed.
5. Ensure that classroom is evacuated.
6. Ensure the classroom door is closed.
7. Ensure the class list is with the class at the time of evacuation.
8. Check the attendance for the class as soon as possible after the evacuation and then send or take a written report to the principal or designate.

## **GENERAL RESPONSIBILITIES**

1. The use of student monitors may be necessary to hold doors until evacuation is complete.
2. Staff shall ensure doors and windows are closed and not locked in their immediate working area.
3. Some drills must be conducted with hand bells to prepare for possible power failures.
4. Ensure the minimum distance of evacuation from the school is 40 feet.
5. The Fire Department may ask a staff member to, unannounced and at random, sound an alarm.
6. The principal/supervisor, or designate, shall be positioned outside the building to receive all class reports.
7. During a time other than school hours, there may be functions taking place in a school building in the absence of the principal. In this case, it is important to understand that the custodian on duty is designated to assume the principal's responsibility for the safety of the building and the people.
8. To ensure that the schools is "fire-safe", principals shall refer to the Hastings and Prince Edward District School Board Fire Safety/Evacuation Plan.
9. Meeting room coordinator should report to the principal/supervisor, or designate, with an occupant list at the time of the fire drill when leaving the building.
10. During a lockdown of the school staff may disregard the fire alarm if it is safe to do so. During a lockdown staff and students must always be aware of the potential for other emergencies such as fire. If a fire should occur during a lockdown all staff and students must be prepared to react and possibly evacuate a lockdown area for their own safety.



## SCHOOL STAFF FIRE EMERGENCY PROCEDURES

The following fire safety procedures are a general outline intended to give all employees instruction in the event of a fire. It must be stressed that the response to fight a fire or protect property must **never** be allowed to override the safety of staff and students involved.

### **GENERAL....**

#### **If you discover a fire....**

1. Confine the fire and smoke by closing doors, if safe to do so.
2. Sound the fire alarm by activating the closest fire alarm pull station.
3. Assist all occupants to leave building via emergency exits – remain calm.
4. Complete the room assignment checks and verify that students you are responsible for have evacuated and provide information to the principal/designate.
5. Fight the fire only if you are confident that it may be controlled, **safely**, with the firefighting equipment available.

#### **If you cannot leave your area or have returned to it because of fire or heavy smoke, remain in the area and....**

1. Close the door.
2. Dial 911 and tell the Fire Department where you are.
3. Open the window for air. Close the window if smoke comes in.
4. Signal your location. Do not panic or jump.
5. Listen for instructions or information which may be given by authorized personnel.

#### **If you hear the building fire alarm....**

1. Close all doors, if safe to do so.
2. Leave the building as a soon as possible using the nearest exit or exit staircase and proceed to the designated meeting area.
3. Assist with the evacuation of building occupants, and complete room assignment checks.
4. **Do not use elevator(s); use stairways.**
5. Carry out duties under the fire safety/evacuation plan.

**All employees not assigned to other duties are to assist with evacuation of building occupants. If you are not required to assist with evacuation, leave the building and assemble at the designated meeting area for further instructions. Do not re-enter the building until advised to do so by the Fire Department.**



## **PRINCIPAL/DESIGNATE SHALL....**

### **If you discover a fire....**

1. Confine the fire and smoke by closing all doors and windows in the immediate fire area, if safe to do so.
2. Activate the fire alarm using the closest pull station.
3. Evacuate to a safe location, call 911 – never presume that this has been done, designate someone in each circumstance. Give address, the exact location of the fire and your name.
4. Ensure that the staff evacuate occupants out of the nearest, safe exit. Advise all occupants and staff to assemble at the designated meeting area.
5. Check any room assignments for which you are responsible.
6. **Do not use elevator(s); use stairways.**
7. Ensure that a head count is taken to ensure that no person is missing. If a person is missing determine where the individual was last seen so that this information can be communicated to the Fire Department upon arrival.
8. Fire department is in charge once they arrive. Provide necessary information, such as, the location and the extent of the fire, status of occupant evacuation, names of persons available to assist the Fire Department and location of building services, including building keys.
9. Call Principal, if absent from the building.
10. Call Superintendent
11. Call Health and Safety Officer
12. **Do not return until it is declared safe to do so by a Fire Official.**
13. Document the incident.
14. Upon students return to the building, be sure to debrief students and staff to maintain a sense of calmness and ensure accuracy of information is communicated.
15. Information letter to parents if determined necessary.

### **If you hear the building fire alarm....**

1. Evacuate to a safe location, call the Fire Department, dial 911 – never presume that this has been done, designate someone in each circumstance. Give address, the exact location of the fire and your name.
2. If the fire location is unknown, check the fire alarm annunciator or control panel to determine the location.
3. Provide direction to the building staff, as set out in this Fire Safety/Evacuation Plan.



4. Assist and direct any school visitors, and ensure that the staff evacuate occupants out of the nearest, safe exit, closing doors behind them. **Do not use elevator(s); use stairways.** Advise all occupants and staff to assemble at the designated meeting areas.
5. When occupants are trapped or cannot evacuate on their own, ensure that proper direction is provided to calm them. The Fire Department must be informed of this situation as soon as they arrive.
6. The Fire Department is in charge once they arrive. Provide the necessary information, such as, the location and extent of the fire, status of occupant evacuation, names of persons available to assist the Fire Department and location of building services, including building keys.
7. Assist as directed by the Fire Department.



**TEACHER, E.A., D.E.C.E., C.Y.C. AND OTHER EDUCATIONAL STAFF SHALL....**

**If you discover a fire....**

1. Activate the fire alarm using the closest pull station.
2. Confine the fire and smoke by closing all doors and windows in the immediate fire area, if safe to do so.
3. Evacuate students from the building in an orderly fashion using the predetermined evacuation routes for each class, remain calm and proceed to the designated meeting area.
4. Close windows and door to the classroom.
5. Check any room assignments for which you are responsible.
6. If evacuation route is blocked, use alternate location.
7. **Do not use elevator(s); use stairways.**
8. Using portable fire extinguishers fight the fire only if you are confident that it may be controlled, **safely**.
9. After assembled outside, attendance is taken and fire evacuation routines are followed. Await further instructions.

**If you hear the building fire alarm....**

1. Evacuate students from the building in an orderly fashion using the predetermined evacuation routes for each class, closing door behind you.
2. Leave the building as soon as possible using the nearest exit of exit staircase and proceed to the designated meeting area.
3. Close windows and the door to classroom.
4. If you forget to close the door, do not return to close it!
5. Check any room assignments for which you are responsible.
6. If evacuation route is blocked, use alternate route.
7. **Do not use elevator(s); use stairways.**
8. After assembled outside, attendance is taken and fire evacuation routines are followed. Await further instructions.





### **CUSTODIAN OR LEAD HAND SHALL...**

#### **If you discover a fire....**

1. Activate the fire alarm using the closest pull station.
2. Confine the fire and smoke by closing all doors and windows in the immediate fire area, if safe to do so.
3. Fight the fire only if you are confident that it may be controlled, **safely**, with the firefighting equipment available.
4. If you are working in the corridor or exit, remove any tools, equipment or other possible obstructions.
5. Check any room assignments for which you are responsible.
6. Report to the Principal/designate, to assist with fire control, extinguishment, etc. if required.

#### **If you hear the building fire alarm....**

1. If you are working in the corridor or exit, remove any tools, equipment or other possible obstructions.
2. Assist with the evacuation of occupants.
3. Check any room assignments for which you are responsible.
4. **Do not use elevator(s); use stairways.**
5. Proceed to the designated meeting place and report to the Principal/designate.



## **SECRETARY SHALL...**

### **If you discover a fire....**

1. Activate the fire alarm using the closest pull station.
2. Confine the fire and smoke by closing all doors and windows in the immediate fire area, if safe to do so.
3. Check any room assignments for which you are responsible.
4. Evacuate to a safe location, call the Fire Department, dial 911 – never presume that this has been done, designate someone in each circumstance. Give address, the exact location of the fire and your name.
5. Take attendance folders and these supplementary items, if time or circumstances permit: medications, first aid supplies, visitor sign in book and emergency response bag.
6. Evacuate and assist with the evacuation of building occupants and direct them to the designated meeting area.
7. If evacuation route is blocked, use alternate route.
8. **Do not use elevator(s); use stairways.**
9. Fight the fire only if you are confident that it may be controlled, **safely**, with the firefighting equipment available.
10. Proceed to the designated meeting place and report to the principal/designate.

### **If you hear the building fire alarm....**

1. Ensure that the Fire Department has been called, telephone 911 to report the fire. Give your name, building name, address and location of the alarm, or fire, if known.
2. Evacuate and assist with the evacuation of building occupants and direct them to the designated meeting area.
3. **Do not use elevator(s); use stairways.**
4. Take attendance sheets, emergency response bag and proceed to designated meeting place, and report to principal/designate.



### BUILDING OCCUPANTS WITH UNIQUE OR SPECIAL NEEDS

(Needs to be updated whenever there are changes and re-submitted to the fire department)

Date: \_\_\_\_\_

An individual evacuation plan shall be prepared for each building occupant who may require assistance evacuating the building due to unique or special needs. This plan(s) shall be included in the section of the Fire Safety/Evacuation Plan titled "Building Occupants with Unique or Special Needs".

#### Responsibilities:

The School Principal and other Supervisory Staff, are responsible for:

- Supervising and assisting the evacuation of person(s) requiring unique or specialized support to a safe stairwell if they are unable to leave the building.
- Assisting with and/or assigning staff to assist with the evacuation of those who may require assistance.

Designated Teacher/Assistant is responsible for:

- Ensuring that the person(s) requiring unique or specialized support is/are moved out of the school or to a safe stairwell as per the school plan, within a fire door enclosed area, where possible.
- Ensuring that they have a 2-way radio with them at all times.

#### Procedure:

##### **In the case of fire alarm, if unable to evacuate:**

- Persons with unique or special needs are to be moved to the designated primary or secondary stairwell by the designated person who will stay with them, after able bodied persons have exited the building.
- Use a 2-way radio to communicate location to supervisor.
- Remain in the stairwell until the Fire Department reaches them.
- Exercise critical judgment to maximize safety.
- Do not use the elevator (Fire Department use only)

Please enter N/A if not applicable

Name	Need (ie. wheelchair, walker)	Process



### ASSIGNMENT BY ROOM

(add to day plans, if applicable)

The teacher/staff member in the following classroom/room will check certain areas, e.g. washroom, storage area etc., to ensure complete evacuation of the building.

Area	Teacher/Staff Member in room number



## CONTROL OF FIRE HAZARDS

### General Hazards:

In order to avoid fire hazards in the building, staff are advised to:

1. Use power bars in an approved manner.
2. Keep hallways, passageways, stairwells and exits clear of obstructions and combustible refuse at all times.
3. Not use unsafe electrical appliances, over-loaded outlets, or extension cords for permanent wiring.
4. Store all flammable substances according to recommended practices (see WHMIS).
5. Ensure that textile, drapes, curtains, or other decorative materials that are installed in any school building, meet the requirements for a high degree of flame resistance as detailed in the Fire Code.
6. Meet the following criteria related to artwork on the walls of the school:
  - Prohibited on exits and on classroom doors;
  - Restricted to the wall surfaces – artwork should not be suspended from ceilings;
  - Recommended that it does not exceed 20% of each wall area.
  - Artwork should be arranged with 1 metre breaks at intervals not exceeding 4 metres to reduce horizontal fire spread in corridors. A classroom door could provide such a natural break.
7. Not place any combustible materials, other than those for which the room or space is designed, in any service room, service space or exit stairwell.
8. Maintain an area of 1 metre clearance around all electrical panels or equipment, fire protection equipment or heating equipment.
9. Post list of foods for cooking as approved by the fire department next to the appliance to which it pertains.
10. Not wedge open any doors.
11. Notify principal of any faulty equipment.
12. Request an approval letter from the local fire department, for any overnight accommodations at the school.



## CONTROL OF FIRE HAZARDS

### Science Lab Fire Hazards

*If not applicable to the school/site please remove from the plan.*

In order to avoid fire hazards in the building, staff are advised to:

- Ensure that all ventilation, local exhaust and or fans are working properly.
- Store flammable liquids only in approved locations and in approved safety containers or storage cabinets.
- Report any gas leaks immediately to the Principal, the room should be evacuated, do not turn on or off lights.
- Have available and use, if possible, a fire blanket, made of fire proofed wool/rayon material and are not to be used where there is a spillage and/or the fire is spreading.
- Have a sand bucket and scoop in all science labs.
- Complete WHMIS training, and ensure that all MSDS sheets are available in electronic or in paper form, in the Science Department.
- Use only codes and standards (CSA)-approved equipment and tools when working in a lab with flammable liquids.
- Learn the different types of fires and the extinguishers that are related to each. (reference page 23)
- Not throw water on a chemical fire.
- Not use a fire extinguisher on standing beakers and flasks.
- Not turn on the water after a flaming container is placed in the sink.
- Use a metal container with lid for soiled combustible or flammable agents.
- Report any defective equipment to the principal.
- Ensure that safety is discussed and all required student safety forms and tests are completed early in the semester, in all science classes.



## CONTROL OF FIRE HAZARDS

### Manufacturing Technology Fire Hazards

*If not applicable to the school/site please remove from the plan.*

In order to avoid fire hazards in the building, staff are advised to:

- Ensure that all ventilation, local exhaust and or fans are working properly.
- Inspect welding area for any flammable materials and remove from area prior to any welding.
- Put a fire resistant material, such as a piece of sheet metal or fire resistant blanket, over any flammable materials within the work area, if you can't remove them.
- Ensure that compressed gasses and flammables are stored appropriately, i.e. stored at least 10 feet apart.
- Ensure that gas bottles are securely stored and chained to prevent them from falling. For longer-term storage, oxygen and acetylene are stored at least 10 feet apart.
- Ensure that oily rags are placed in metal, fire-rated containers and emptied daily into appropriate 40 litre containers.
- Report and defective equipment to the principal.
- Have available and use, if possible, a fire blanket, made of fire proofed wool/ rayon material and are not to be used where there is a spillage and/or the fire is spreading.
- Ensure that exit, breaker panels and emergency power cut-offs are all accessible.
- Ensure that equipment, tools and machinery clean and in good working order.
- Prevent machinery from overheating.
- Ensure that safety is discussed and all required student safety forms and tests are completed early in the semester, in all technological education classes.



## CONTROL OF FIRE HAZARDS

### Construction Technology Fire Hazards

*If not applicable to the school/site please remove from the plan.*

In order to avoid fire hazards in the building, staff are advised to:

- Ensure that all ventilation, local exhaust and or fans are working properly.
- Ensure that equipment, tools and machinery clean and in good working order.
- Prevent machinery from overheating.
- Ensure good housekeeping and proper storage of flammable material.
- Ensure that dust collection systems are regularly emptied so as to not accumulate.
- Report any defective equipment to the principal.
- Put a fire resistant material, such as a piece of sheet metal or fire resistant blanket, over any flammable materials within the work area, if you can't remove them
- Ensure that exit, breaker panels and emergency power cut-offs are all accessible.
- Ensure that safety is discussed and all required safety forms and quizzes are completed early in the semester, in all technological education classes.





## CONTROL OF FIRE HAZARDS

### Automotive Technology Fire Hazards

*If not applicable to the school/site please remove from the plan.*

In order to avoid fire hazards in the building, staff are advised to:

- Ensure that all ventilation, local exhaust and or fans are working properly.
- Ensure that equipment, tools and machinery clean and in good working order.
- Prevent machinery from overheating.
- Report any defective equipment to the principal.
- Ensure that exit, breaker panels and emergency power cut-offs are all accessible.
- Ensure that compressed gasses and flammables are stored appropriately, i.e. stored at least 10 feet apart.
- Ensure that oily rags are placed in metal, fire-rated containers and emptied daily into appropriate containers.
- Have available and use, if possible, a fire blanket, made of fire proofed wool/rayon material and are not to be used where there is a spillage and/or the fire is spreading.
- Ensure that engine is stopped, no source ignition present and use of a container with a spring-loaded cap and flame arrestor must be used when refueling. All refueling is done outdoors.
- Battery caps should be loosened or removed whenever possible to prevent build-up of flammable gases.
- Do not store highly flammable liquids near electrical equipment because vapour can be ignited by an arc, spark, etc.
- Gasoline and other flammable liquids must be stored in an approved fire-resistant container in a secure area with a fire-resistant door.
- Ensure that safety is discussed and all required student safety forms and tests are completed early in the semester, in all technological education classes.



## CONTROL OF FIRE HAZARDS

### **Commercial Cooking Kitchens**

**For cooking equipment WITH fire suppression systems that conforms to NFPA (National Fire Protection Association 96)**

*If not applicable to the school/site please remove from the plan.*

Ontario Fire Code Regulation state when cooking produces “grease-laden vapors” that “cooking equipment shall be provided with ventilation systems designed, constructed and installed to conform to National Fire Protection Association (NFPA) 96” along with fire suppression systems.

### **Upon discovery of fire under the hood system:**

1. If the fire is in or under the cooking exhaust hood and the **automatic** kitchen suppression system is not discharging the chemical agent – **KNOW WHERE THE MANUAL CONTROL SYSTEM IS AND PULL THE ACTIVATION PIN!!** Where the occupancy has a fire alarm system - this will activate the fire alarm bells and shut off the fuel source to the cooking appliance (fryer, grill etc.)
2. Notify principal/designate of the fire and they will call 911.
3. Turn off cooking appliance if it is safe to do so – and the fire is not under or in the kitchen exhaust hood system.
4. Confine/isolate the fire by closing doors.
5. After the kitchen suppression system has activated – using the “Wet K” portable fire extinguisher and if you have been trained in the use of portable fire extinguishers – it is safe to do so and required – and as a team of two – attempt to further extinguish the fire if required.
6. Exit the building at your closet exit and be accounted for.

### **Upon Hearing the Fire Alarm:**

1. Turn off cooking appliance if safe to do so.
2. Close/isolate the kitchen area by closing all doors.
3. Assist with evacuation where applicable and time permits.
4. Ensure 911 has been called.
5. Exit the building by the closest exit.



## CONTROL OF FIRE HAZARDS

### **Commercial Cooking Kitchens**

#### **For Cooking Equipment WITHOUT Suppression Systems that Conforms to NFPA (National Fire Protection Association 96)**

*If not applicable to the school/site please remove from the plan.*

Local fire departments are aware that a wide variety of kitchens located in schools do not have an NFPA 96 ventilation system. Local fire departments are now reviewing specific menu items and issuing letters to allow the cooking of those menu items within certain constraints, such as they type of cooking appliance being used, the location of fire extinguishers, and knowledge and supervision requirements.

#### **Procedure:**

- Cooking food that is being prepared in kitchen areas that produces what is known as “grease-laden vapors” under the Ontario Fire Code Regulation and NFPA 96 **is not allowed.**
- A letter from the local fire department having jurisdiction must be issued to allow cooking of certain menu items on an existing cooking appliance. **The letter must be posted** next to the referenced cooking appliance and the cooking of those menu items is allowed within the constraints imposed by the letter.
- **Insert the fire approval letter into the fire safety/evacuation plan.**
- This is to be approved annually by the Chef Fire Official.

#### **Actions that are acceptable (i.e. do not produce grease-laden vapors):**

- Baking/roasting in ovens, e.g. baked goods, oven roasted meats;
- Using a slow cooker to prepare soup or for warming (including warming pre-cooked items) in a toaster oven or indoor grill;
- Boiling eggs or vegetables on top of the stove or poaching eggs in water;
- Re-warming food in the microwave; and
- Using a toaster.

#### **Actions that are not acceptable (i.e. can produce grease-laden vapors):**

- Cooking eggs in any way other than boiling;
- Using griddles, char-broilers or electric frying pans that will produce grease-laden vapors; and
- Cooking meat in a toaster oven or indoor grill that will produce grease-laden vapors.

#### **Upon Hearing the Fire Alarm:**

1. Turn off cooking appliance if safe to do so.
2. Close/isolate the kitchen area by closing all doors.
3. Assist with evacuation where applicable and time permits.
4. Ensure 911 has been called.
5. Exit the building by the closest exit.



## FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

(Please ensure that the fire department has been contacted regarding any fire)

Most fires start small. Except for explosions, fires can usually be brought under control if they are attacked correctly with the right type and size of extinguisher within the first two minutes. In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, or smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. If fighting the fire, ensure that the Fire Alarm System has been activated and the Quinte West Fire Department has been notified prior to any attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

The decision to use a fire extinguisher is one that is made after considering the following:

- Type of fire (Class A, B, C, D or K)
- Type of fire extinguisher available for the fire
- Size and intensity of fire
- Size and capacity of the fire extinguisher
- Exit location and clear route away from fire

### When not to fight a fire...

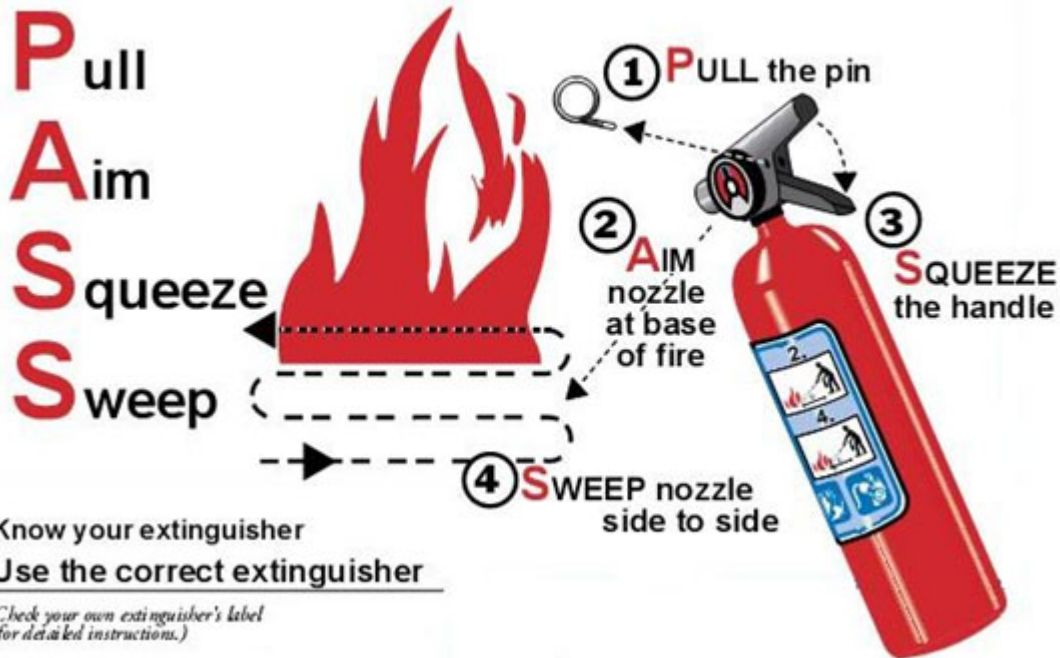
- If the fire could block your only exit
- If the fire is spreading quickly
- If the type or size of the extinguisher is wrong
- If the fire is too large
- If you don't know how to use the fire extinguisher

CLASSES OF FIRES	TYPES OF FIRES	PICTURE SYMBOL
<b>A</b>	Wood, paper, cloth, trash & other ordinary materials.	
<b>B</b>	Gasoline, oil, paint and other flammable liquids.	
<b>C</b>	May be used on fires involving live electrical equipment without danger to the operator.	
<b>D</b>	Combustible metals and combustible metal alloys.	
<b>K</b>	Cooking media (Vegetable or Animal Oils and Fats)	



## SUGGESTED OPERATION OF PORTABLE FIRE EXTINGUISHERS

To operate an extinguisher:



**Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.**

**Keep extinguishers in a visible area without obstructions around them.**



## **ALTERNATIVE MEASURES FOR TEMPORARY SHUTDOWN OF FIRE PROTECTION EQUIPMENT OR SYSTEM**

**Alternative measures for occupant fire safety are required in the event of a temporary failure or shutdown of the fire alarm system or protection equipment. See fire watch duty requirements.**

Whenever the fire protection systems in the building are not functional, and the building is occupied, one qualified person (Principal or designate) will be assigned to complete fire watch duties until repairs have been made.

If fire watch required, the Principal (or designate) shall:

- Notify the local Fire Department. (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected.
- Follow directions of the fire department as to whether the fire watch needs to be followed.
- Complete rounds of the entire building at least once each hour.
- Use Fire Watch Log Report to record for each round the start and finish times and initial each entry.
- If fire or smoke conditions are discovered, alert all building occupants using the PA system or by sounding a portable air horn or other device approved by the Chief Fire Official.
- A telephone must be readily available at all times to notify the Fire Department by calling 911.
- The Principal (or designate) shall notify the occupants when the system or equipment has been repaired and is operational.
- The local Fire Department is to be notified in writing, verbally and if the shutdown lasts longer than 24 hours.



## FIRE WATCH DUTIES

*Definition:* The term “fire watch” is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component.

NOTE: All building occupants are to be notified in writing that the fire protection systems in the building are not functional and that a Fire Watch has been instituted until repairs have been made.

- (1) At least one (1) qualified staff person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied. Each person assigned to Fire Watch duties must be provided with the following equipment:
  - (i) Suitable means of communication (cell phone, portable radio, etc.) for notifying Fire Dept.
  - (ii) A portable air horn or other approved means of sounding an alarm
  - (iii) Flashlight
  - (iv) Clipboard and pen
  - (v) Copy of fire watch duties
  - (vi) Copy of the Fire Watch Log Sheet
  - (vii) Keys and/or access codes to provide entry to all rooms/spaces
  - (viii) Floor plan(s) of the building under Fire Watch
- (2) Fire Watch personnel are to be familiar with the building and procedures for alerting the fire Department and all building occupants in the event of a fire.
- (3) Rounds shall be diligently completed at least **once each hour**, and recorded immediately upon the conclusion of each round on the Fire Watch Log Sheet. The person completing the rounds will record the time each round was completed.
- (4) Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
- (5) If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or another device approved by the Chief Fire Official.
- (6) A telephone must be readily available at all times to notify the local fire department by calling **911**. Always call from a safe area.
- (7) Do not attempt to extinguish the fire unless it is safe to do so.
- (8) Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building without permission from the Fire Department.
- (9) “Hot Works” such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired or be limited to areas where approved precautions have been put into place.
- (10) While the sprinkler and/or fire alarm system(s) are shut down, assigned fire watch personnel shall patrol the area until both the fire alarm system and the sprinkler system has been restored.
- (11) Exit doors, access to exits and corridors are to be checked hourly for proper operation and obstructions while performing Fire Watch duties.



### FIRE WATCH LOG REPORT

_____ System out of service	Date: _____	Time: _____
System Out of Service-Notification to Fire Department	Date: _____	Time: _____

_____ System Back in Service	Date: _____	Time: _____
System Back in Service-Notification to Fire Department	Date: _____	Time: _____

PERSONS ASSIGNED TO FIRE WATCH DUTIES SHALL FOLLOW THE REQUIRMENTS LISTED ON THE FIRE WATCH DUTIES SHEET AND SHALL PATROL ALL UNPROTECTED AREAS OF THE BUILDING **EVERY HOUR** TO CHECK FOR SIGNS OF FIRE OR SMOKE CONDITIONS. ALL PATROLS ARE TO BE RECORDED ON THIS LOG REPORT IMMEDIATELY FOLLOWING EACH ROUND. RECORDS OF FIRE WATCH SHALL BE KEPT FOR 2 YEARS AFTER THEY ARE MADE, AND SHALL BE MADE AVAILABLE UPON REQUEST TO THE CHIEF FIRE OFFICIAL.

Fire Watch Duties Conducted By: \_\_\_\_\_  
(PRINT NAME & POSITION)

Fire Watch Commenced: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Each Hour	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				





## **FIRE DRILL DUTIES**

(Please do not hesitate to contact the fire department to help and assist)

### **General Duties:**

1. Each school shall conduct three (3) fire drills in the fall term starting early in September, three (3) between January and June and three (3) between July and August (if students are in schools or regular permits are in place). Every person in the school building shall participate in the fire drills.
2. Ensure other programs in the school are conducting fire drills. (e.g. Daycares)
3. Ensure all other programs on site are trained on the fire drills.
4. The drills may simulate a genuine emergency situation (one stairwell blocked off at all floors, the corridor blocked off at the boiler room door, etc.).
5. Close observations are required to detect faults in the plan. These should be corrected and the drill rerun immediately.
6. A record of all drills conducted shall be kept in the office indicating dates and time of evacuation from the alarm activation until the last person is out of the building. These records are to be retained for a period of two (2) years.
7. Individual teachers should be asked unannounced, and at random, to sound an alarm to commence the fire drills.
8. Classroom procedures shall be thoroughly rehearsed in each classroom.
9. The reason for primary and secondary evacuation routes shall be explained and both routes should be rehearsed by individual classes.
10. A teacher or custodian shall be assigned to check all washrooms, change rooms, boiler rooms, mechanical rooms, store rooms, health rooms, and all ancillary spaces to the maximum extent possible to ensure that everyone is out of the building. Please ensure that an area assignment by classroom sheet is in teacher's day plans.

### **Duties of Principal/Designate During Fire Drill:**

1. Before the drill, ensure that the local Fire Department has been Notified.
2. Follow appropriate steps for a fire alarm.
3. At conclusion of the drill, ensure the fire alarm has been properly reset.
4. Ensure that the local Fire Department has been notified by phone that the drill is over.
5. Ensure the alarm monitoring company has been notified that the drill is over.



## FIRE DRILL RECORD SHEET

(Fire drills shall be held three times per term)

### Fall Term

Number	Date/Time	Time to Evacuate	Signature of Person in Charge	Comments
1.				
2.				
3.				

### Spring Term

Number	Date/Time	Time to Evacuate	Signature of Person in Charge	Comments
1.				
2.				
3.				

### Summer Term *(If applicable)*

Number	Date/Time	Time to Evacuate	Signature of Person in Charge	Comments
1.				
2.				
3.				



## MAINTENANCE SCHEDULE FOR FIRE PROTECTION EQUIPMENT

### Requirements of the Ontario Fire Code

#### Check/Test/Inspect requirements of the Ontario Fire Code:

To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.

This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code shall be consulted. Where specific references to checking, inspection and testing of fire safety devices are not made in this Code, such devices shall be maintained to ensure they operate as per their design requirements.

Where a building or its contents must be tested for compliance with this Code, the tests shall be carried out by the owner or the owner's agent within such reasonable time as the Chief Fire Official may determine.

Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.

Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections, and asked to see the required written records.

#### Definitions for key words are as follows:

**Check** means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

**Test** means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

**Inspect** means physical examination to determine that the device or system will apparently perform in accordance with its intended function

*It is stated in the Fire Code that written records of all tests and corrective measures are required to be retained for a period of two years after they are made, and shall be available upon request to the Chief Fire Official. Records shall be made and the original or a copy shall be retained at the building premises for examination by the Chief Fire Official. Records of tests and corrective measures or operational procedures shall be retained so that at least the current and the immediately preceding reports are available, however; records shall be retained for a period of at least two years after being prepared.*

*NOTE: The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained on the premises throughout the life of the systems. This requirement applies to systems installed in accordance with this Code or the Building Code.*



**PERSON RESPONSIBLE KEY**

- M - Maintenance Personnel
- S - Supervisory Staff
- C - Contracted out to qualified person(s)
- O - Other (specify) Custodians, Teachers – shops, Administration

**DAILY**

	Reference	Person Responsible
1. Exit lights should be checked to ensure that they have not been damaged and that they are illuminated.	2.7.3.2	M
2. Torches, regulators and welding equipment must be checked for defects.	5.17.2.6	C
3. Fire Alarm System, AC power lamp and trouble signal must be checked.	6.3.2.1	M
4. Temperature of fire pump rooms must be checked.	6.6.3.2	M

**WEEKLY**

1. Check hoods, filters and ducts in ventilation systems subject to the accumulation of combustible deposits.	2.6.1.4	M
2. Check the sprinkler system control valves are open and properly supervised.	6.5.3.1	M
3. Check water supply pressure and system air or water pressure to ensure operating pressure is being maintained.	6.5.3.3	M
4. Inspect valves controlling fire protection water supplies.	6.6.1.2	M
5. Inspect and operate all fire pumps	6.6.3.3 6.6.3.4	M M
6. Check all components for emergency system and operate the generator set under at least 30% of the rated load for 60 minutes.	6.7.1.1	M

\* This exceeds the legal requirement of the monthly testing.



**MONTHLY**

	Reference	Person Responsible
1. Inspect all doors in fire separations.	2.2.3.4	M
2. Emergency lighting system, batteries, units, lamps to be inspected and tested.	2.7.3.3	M
3. Conduct fire alarm drills in daycare centres and health care facilities.	2.8.2.3	S
4. Test all welding and cutting equipment.	5.17.2.6	O
5. Inspect all portable fire extinguishers.	6.2.7.2	M
6. Test the building fire alarm system and check all components including standby power batteries.	6.3.2.1	M
7. Inspect all fire hose cabinets.	6.4.2.1	M
8. Test the sprinkler system alarm.	6.5.5.2	M

**EVERY 2 MONTHS**

1. Test sprinkler system central station.	6.5.5.7	M
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**EVERY 3 MONTHS**

1. Inspect dry pipe valve water priming level.	6.5.4.3	M
2. Test key operated switches located in the elevator to ensure that the switch will render the emergency stop switch and bring the elevator to the main floor.	7.2.2.1.	C

**EVERY 6 MONTHS**

1. Inspect fire protection systems for commercial cooking equipment.	2.6.1.12 & 6.8.1.1	C
2. Check and clean crankcase, breathers, governors and linkages on emergency generator sets.	6.7.1.1.	N/A
3. Conduct inspection and maintenance of special extinguishing systems	6.8.1	C
4. Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices.	6.5.5.7	M



5. Conduct fire alarm drills in schools attended by children (to be conducted three (3) times in the Spring and Fall terms).

2.8.3.2

S

**ANNUALLY**

Reference

Person Responsible

1. Inspect all fire dampers and fire stop flaps.

2.2.3.7

N/A

2. Inspect all chimneys, flues and flue pipes.

2.6.1.5

M

3. Inspect disconnect switches for mechanical air conditioning and ventilation systems.

2.6.1.8

M

4. Carry out maintenance procedures for fire extinguishers.

6.2.7.1

C

5. Conduct a complete test of the building fire alarm system by qualified personnel.

6.3.2.1

C

6. Inspect all standpipe hose valves.

6.4.2.4

C

7. Remove and repack all standpipe hose.

6.4.2.5

C

8. Inspect all exposed sprinkler system pipe hangers.

6.5.3.2

N/A

9. Check all sprinkler heads.

6.5.3.5

C

10. Inspect auxiliary drains (drum drips) and dry pipe sprinkler system (each fall).

6.5.4.1

C

11. Inspect dry pipe valve water priming level.

6.5.4.3

N/A

12. Inspect and lubricate fire department connections.

6.5.4.4

N/A

13. Conduct sprinkler system alarm test using the hydraulically most remote test valve.

6.5.5.3

M

14. Conduct a dry pipe system trip test.

6.5.5.4

C

15. Conduct a main drain flow test of the sprinkler system water supply.

6.5.5.5

C

16. Conduct a fire pump flow test.

6.6.3.5

M



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	Reference	Person Responsible
17. Inspect and flow test all fire hydrants.	6.6.5.7	C
18. Conduct general engine and generator maintenance and engine tune-ups for emergency generator sets.	6.7.1.1	M
19. Conduct ½ hour emergency light system test	2.7.3.3(3)(b)&(4)	M
20. Conduct a 2 hour full load test of the emergency generator set.	6.7.1.1	M
<b><u>EVERY 2 YEARS</u></b>		
1. Check valve adjustments and torque heads for emergency generator engines.	6.7.1.1	N/A
<b><u>EVERY 3 YEARS</u></b>		
1. Clean and service injector nozzles and check valve adjustments for emergency generator diesel engines.	6.7.1.1	N/A
2. Conduct a dry pipe system trip test with the control valve fully open.	6.5.5.	N/A
<b><u>EVERY 5 YEARS</u></b>		
1. Hydrostatic test of carbon dioxide and water type fire extinguishers.	6.2.7.1	C
2. Check insulation of generator windings.	6.7.1.1	N/A
<b><u>EVERY 6 YEARS</u></b>		
1. Replace the extinguishing agent in dry chemical fire extinguishers.	6.2.7.1	C
<b><u>EVERY 12 YEARS</u></b>		
1. Conduct hydrostatic testing of dry chemical and vaporizing liquid fire extinguishers as required.	6.2.7.1	C
<b><u>EVERY 15 YEARS</u></b>		
1. Inspect dry pipe sprinkler system for pipe obstructions. Flush the system when necessary.	6.5.4.2	C

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**AS REQUIRED**

	Reference	Person Responsible
1. Clean any combustible dust producing equipment.	5.10.1.2	M
2. Cleaning of residue in spray booths.	5.12.7.2	N/A
3. Vacuum clean and dust any dry powder finishing operations.	5.14.6.8	M
4. Inspect, clean and maintain all industrial ovens (kilns).	5.18.5.1	C





## PROCESS FOR CONTROLLING OCCUPANCY LOADS

The PROCESS for dealing with exceeded loads either for a public function or a school function is as follows:

### PHASE I

- 1) Initially, the Community Use of Schools Coordinator advises all permit applications of posted loadings for the activity in question and the consequences of excessive loading.
- 2) Permit forms reflect consequences of excessive loading and the occupancy load assigned to the event.

### PHASE II

Custodian or school representative contacts the Superintendent or Boards Health and Safety Officer advising of the safety problem.

### PHASE III

Superintendent deals with the representative of the permit user to not exceed the loading.

### PHASE IV

If no compliance, Boards Health and Safety Officer, Superintendent and Local Fire Department Official meet on site to determine safety of the situation. If deemed inappropriate by the Local Fire Department Official, the Superintendent will close the function down.

The permit group loses its access to any Hastings and Prince Edward school accommodation for a period of two years: a second infraction, a five year ban.

Occupancy loads must be complied with.

### OCCUPANCY LOADS:

Room	Standing	Non Fixed Chairs (Attached)	Non Fixed Chairs (Unattached)	Chairs with tables



## **SITE/FLOOR PLANS**

(Must be printed on 11"x17" paper and attached to the Fire Safety/Evacuation Plan)