

ADMINISTRATIVE REGULATIONS

TITLE: FIRE SAFETY
CATEGORY: HEALTH AND SAFETY
NUMBER: 3070

I. Rationale:

Fire safety is the responsibility of all employees. School principals will work with the Manager of Facilities to ensure that all sites are safe from fire hazards.

II. Fire Drills:

- A. Principals shall review fire drill plans annually to ensure they are appropriate for current conditions and shall revise them as needed.
- B. Fire drills shall take place on at least six occasions at reasonable intervals throughout the school year.
- C. Fire drills shall include details of alternate routes of egress.
- D. Each school shall develop and maintain a fire safety plan. The fire plan must be updated annually. Current copies of fire plans shall be sent to the District Health and Safety Officer in October of each year.
- E. Each employee shall be assigned a role in the drill.
- F. Special provision in drills shall be made for the evacuation of handicapped or disabled persons.
- G. A space on the school grounds shall be allocated for each class in fire drills.
- H. Teachers shall carry a class registry document (register, seating plan, class list, etc.) for the class under their jurisdiction at the time of the alarm.
- I. All members of staff and all students shall remain at least fifteen (15) metres from all buildings until the “all clear” signal is sounded.
- J. Fire drills shall include provision for checking that all washrooms, health rooms, and change rooms have been vacated.
- K. All fire alarm systems and firefighting equipment in schools shall be maintained in proper working order.
- L. Evacuation procedures shall be posted in a notice of standard format in each classroom and other rooms frequented by staff and/or students. The procedure shall be specific for each location and shall clearly indicate two separate and independent means of egress.

III. Fire Prevention:

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- A. Fire extinguishers shall be serviced annually and so tagged with the date recorded.
- B. Any extinguisher which has been used shall be reported at once to the Manager of Facilities for recharging.
- C. No fire extinguisher shall be used for any other purpose than for fire protection.
- D. The Manager of Facilities shall work with principals and other site supervisors to ensure that all employees are trained in the use of fire extinguishers.
- E. The Manager of Facilities is responsible to ensure safety checks are done at all sites, including emergency lights, fire extinguishers and fire alarm systems.
- F. Electricians shall test fire alarm systems once a month and shall document the test in a record book kept for that purpose.
- G. Covered metal refuse cans shall be used to hold cleaning and waxing rags.
- H. No accumulation of refuse shall be permitted.
- I. Decorations may be used in schools if precautions are taken to minimize the risk of fire.
- J. If the school building is to be used for anything other than teaching students the schools must ensure approval by the appropriate authority: Building Inspector, Fire Inspector, Department of Health. For example, if a community group wishes to use kitchen facilities, they must be in compliance with public health standards.
- K. Renters of facilities must be advised of proper fire escape routes and procedures and sign that they are aware and have been advised.
- L. No "sleep-overs" are permitted unless the fire alarm system includes smoke detectors in areas occupied.
- M. No commercial kitchen may operate without the Health Inspector's approval.

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References: