



Hastings and Prince Edward  
District School Board

**PROCEDURE 153-B  
APPENDIX 1**

Adopted	October 25, 2002
Last Revised	September, 2014
Review Date	September, 2019

**FIRE SAFETY/  
EVACUATION PLAN  
FOR**

**NAME OF SCHOOL:** \_\_\_\_\_  
**ADDRESS OF SCHOOL:** \_\_\_\_\_

**{Insert Picture of School}**

**PREPARED BY:**

\_\_\_\_\_  
**(NAME)**

**Principal**

\_\_\_\_\_  
**(TITLE)**

\_\_\_\_\_  
**(SIGNATURE)**

**APPROVED BY:**

\_\_\_\_\_  
**(NAME)**

**Chief Fire Official**

\_\_\_\_\_  
**(FIRE DEPARTMENT)**

\_\_\_\_\_  
**(SIGNATURE)**

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

**THE HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
FIRE SAFETY/EVACUATION PLANS**

**FIRE SAFETY/EVACUATION PLAN FOR SCHOOLS**

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## FORWARD

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

The **Fire Safety 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, fire safety, duties of supervisory staff, and other related issues.

The **Fire Safety 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, and assigned substitutes in positions of authority must know the **Fire Safety Plan** and be able to implement it in the event of fire.

The Fire Department has approved this **Fire Safety 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 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 Plan**.

The **Fire Safety Plan** can be found in the following location: Main office and custodian’s office

### **INSTRUCTIONS:**

It is the responsibility of each HPEDSB school to annually update their **Fire Safety Plan**. To assist you, the HPEDSB has developed the following form is to be edited and updated by each school on an annual basis. **Please read the instructions carefully.** For continuity of **Fire Safety Plans** board-wide, please do not edit the format of this document. Please fill in the appropriate blanks and provide additional information. Put “**N/A**” beside any items that do not apply to your school.

### **APPROVAL:**

When the document is complete, please email a final copy of your school’s **Fire Safety Plan** to the HPEDSB Health and Safety officer and Chief Fire Prevention Officer in your local Fire Department. Once approved the Fire Department will send the school a signed copy and retain one for their records. Please ensure that a copy of the signed and approved plan is forwarded to Health and Safety officer at the Board Office.

**SECTION A**

**FORM #1 SCHOOL:**

**AUDIT OF HUMAN RESOURCES/SUPERVISORY STAFF**

**Principal:**

**Vice-Principal:**

**Lead Hand Custodian:**

**Maintenance Person (If applicable)**

**Fire Department Notifier**

**Number of Students**

**Emergency Contact: (TAS) - 613.967.8684**

**SECTION A**

**FORM #2**      **SCHOOL:** \_\_\_\_\_

**PERSONS WITH DISABILITIES**

As outlined in Procedure 153B

The School Principal and other Supervisory Staff as appointed by the Principal, are responsible for:

- supervising the evacuation of the students, including physically/developmentally challenged students to a safe stairwell if they are unable to leave the building.

Teacher/Assistant is responsible for:

- ensuring that physically/developmentally challenged persons are moved out of the school or to a safe stairwell as per the school plan.

**Procedure**

Principals must complete the following information and place in the fire safety box. Short term situations in which a student or staff member is disabled require the same procedure to be followed and during the period of time the individual is disabled, the information should be attached to the Fire Safety Plan. This information must be immediately relayed to the Fire Department upon their arrival at the site. The following form is to be updated annually or as needed and submitted to the Fire Department.

In the case of fire alarm:

- Persons with a disability are to be moved to the designated primary or secondary stairwell by the person who will stay with them, after able bodied persons have exited the building.
- 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)

**PERSONS WITH DISABILITY**

**Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Primary Stairwell:** \_\_\_\_\_

**Secondary Stairwell:** \_\_\_\_\_

**Person who will stay with individual:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

**SECTION A**

**FORM #3 SCHOOL:** \_\_\_\_\_

**AUDIT OF BUILDING RESOURCES**

**Construction Type and Year:**

**Number of Storeys:**

**Unusual Hazards:**

**Fire Alarm Monitoring Company:** T.A.S. Phone:

**Fire Alarm Company:** Phone:

**Fire Extinguisher Company:** Phone:

**Security Alarm Company:** Phone:

**Electrical/Plumbing (in house):** Phone:

**Designated Fire Route:** No  Yes

**Fire Department Access Route:** (description)

**Fire Department Entry to Building:** (description)  
(location of ABLOY key box)

**Nearest Municipal Hydrant Location:**

**Fire Department Connections:**

Yes/No Signage is above the standpipe system on the outside of the building indicating fire department use. Located

**Fire Alarm system:** (make) (type e.g. stage alarm (*single or two*) or Interconnected Smoke Alarm System)

**Annunciator Panel:** (location)

**Fire Alarm Control:** (location)

**Heat and Smoke Detectors:** (yes) (unique areas e.g. under stage)

**Sounding Devices:** (types e.g. bells, horns, siren, strobe)

**Alarm Activation:** How does alarm activate? (Type over)(pull, detection device)

**SECTION A**

SCHOOL: \_\_\_\_\_

**Alarm Re-setting Procedure:** (describe procedure)

NOTE: Fire alarm system shall not be reset until permission given by on-scene fire department personnel following an emergency response.

**Fire Pump:** No  Yes

Location:

Description:

**Emergency Lighting:** Located throughout school in main hallways and in main stairwells

Run by: Battery  Generator

**Sprinkler System:** (type and location of sprinkler heads if applicable)

**Elevator:** If applicable (make, model)

**Phone:**(emergency contact number)

**Fire Hose Cabinet:** No  Yes   
(location, e.g., old section of school):

**Kitchen Fire Suppression Systems**

Location:

Type:

Contact number:

**Hydro Shut off:** (location):

**Gas Shut off:** (location):

**Water Shut off:** (location):

**SCHOOL:** \_\_\_\_\_

**EVACUATION PLAN**

**Insert copies of floor plans of school**

**SECTION A**



**EMERGENCY PROCEDURES FOR OCCUPANTS**

**The actions taken by staff and students in emergency situations will be prominently posted on each floor area AT EACH FIRE ALARM PULL STATION and will read as follows:**

**UPON DISCOVERY OF FIRE:**

1. Remain Calm!
2. Leave fire area immediately while shouting to alert people in your area
3. Close all doors behind you to confine the fire
4. Do not use elevators (if applicable)
5. Leave via closest exit and activate the nearest fire alarm pull station
6. Call the Fire Department by dialing **911** from a safe location
7. Meet at the designated meeting location
8. Do not return to the building until declared safe to do so by the Fire Department.

**UPON HEARING THE FIRE ALARM:**

1. Remain Calm
2. Before opening doors feel doors for heat
3. If door is hot stay in room, seal cracks around door and any vents, call **911** and proceed to a window to be seen
4. If door is not hot, open slowly, and if safe to do so leave building via nearest exit
5. If smoke is encountered upon exiting, stay low, use alternate exit, and if escape is not possible seek refuge in smoke free room, close the door, call 911 if possible and proceed to window to be seen.
6. Call the Fire Department by dialing **911** from a safe location
7. Proceed to designated meeting area
8. Do not return to the building until declared safe to do so by the Fire Department.

**CAUTION!**

- Do NOT use elevators during fire emergencies
- Use portable fire extinguishers only if safe to do so and only if trained in their use.
- If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and attempt to seal the base of the door with a wide roll of tape or alternate method.
- If you encounter smoke in the stairwell, use alternative exit.
- Meet outside at a pre-determined location.

## **Fire Extinguishment, Control or Confinement**

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

**SCHOOL:** \_\_\_\_\_

### **Kitchen/cooking staff:**

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

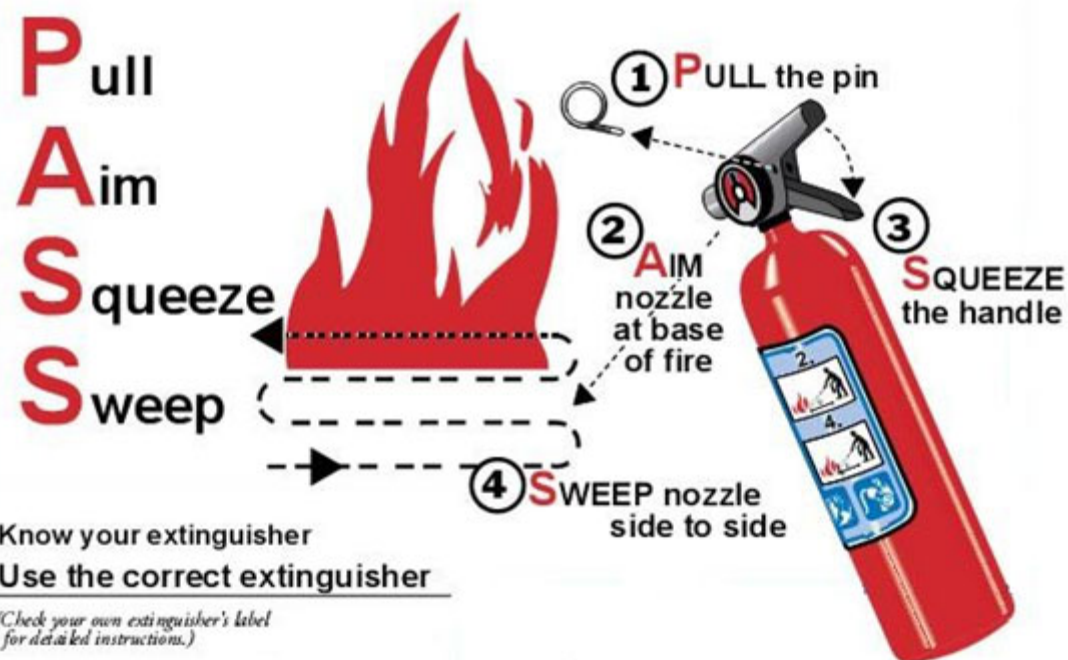
1. If the fire is in or under the cooking exhaust hood and the **automatic** kitchen suppression system is not discharging the chemical agent – **KNOW WHERE THE MANUAL CONTROL SYSTEM IS AND PULL THE ACTIVATION PIN!!** Where the occupancy has a fire alarm system - this will activate the fire alarm bells and shut off the fuel source to the cooking appliance (fryer, grill etc.)
2. Notify management of the fire and they will call 9.1.1
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 account for

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

1. Close/isolate the kitchen area by closing all doors
2. Turn off cooking appliance if safe to do so
3. Assist with evacuation where applicable and time permits
4. Ensure 9.1.1 has been called
5. Exit the building by the closest exit

## 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.**

**SECTION A**

**FORM # 6**

**SCHOOL:** \_\_\_\_\_

**AREA ASSIGNMENT BY CLASSROOM**

The teacher/staff member in the following classroom/room will check certain areas i.e. non-classrooms, e.g. washroom, storage areas etc, to ensure complete evacuation of the building. (Please identify by room number only.)

AREA	TEACHER/STAFF MEMBER IN ROOM #

**SECTION A**

**FORM # 7**

**SCHOOL:** \_\_\_\_\_

**RECORD OF FIRE DRILLS AND FIRE ALARM ACTIVATION**

DATE	PRINCIPAL'S SIGNATURE	EVACUATION TIME	COMMENTS

NAME OF FORCE	FIRE DRILL	REAL FIRE
(Insert name of department e.g. Belleville Fire Department)	<ol style="list-style-type: none"> <li>1. Call Fire Dispatch non-emergency number (insert #)</li> <li>2. Inform Fire Dispatch of Fire Drill</li> <li>3. Pull Fire Alarm - note time</li> <li>4. Proceed with drill</li> <li>5. Notify Fire Dispatch when Fire Drill completed</li> </ol>	<ol style="list-style-type: none"> <li>1. Pull Fire Alarm if not already activated</li> <li>2. Evacuation begins immediately</li> <li>3. Principal or designate call <b>911</b></li> <li>4. Ask for Fire Department</li> <li>5. Confirm location with Fire Dispatch (eg - 156 Ann Street, Belleville. Ed Centre (Board Office)</li> <li>6. Proceed with Fire Plan</li> </ol>

## SECTION A

FORM # 8 SCHOOL: \_\_\_\_\_

### CONTROL OF FIRE HAZARDS

In order to avoid fire hazards in the building:

- Keep fire routes clear
- Know where the alarm pull stations and exits are location
- Keep doors to stairways closed at all times
- Use of wedges to hold corridor and stairwell doors open is prohibited
- Keep stairways, landings, hallways, passageways and exits, inside and outside, clear of any obstructions at all times
- Use safe electrical appliances and ensure that extension cords are not frayed
- Properly store flammable materials in approved containers and locked, metal cabinets
- Ensure that combustible materials do not accumulate in quantities or locations which will constitute a fire hazard
- Flammable liquids are not used for cleaning purposes
- Temporary electrical wiring is not used where it presents a fire hazard
- Smoking is not permitted on school property

## SECTION A

FORM # 9 SCHOOL: \_\_\_\_\_

### 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.

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.

The Principal (or designate) shall:

- Notify the \_\_\_\_\_ Fire Department, dispatch (xxx-xxx-xxxx) (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected.
- Complete rounds of the entire building at least once each hour.
- 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 9-1-1.
- The Principal (or designate) shall notify the occupants when the system or equipment has been repaired and is operational.
- The \_\_\_\_\_ Fire Department is to be notified in writing if the shutdown lasts longer than 24 hours.



**SECTION A**

**FORM # 10**      **SCHOOL:** \_\_\_\_\_

**ASSEMBLY LOADING FOR GYMS**

The Board has calculated the loading for your facilities. A **NOTICE OF OCCUPANCY** sign is to be posted in your school.

Your loading calculation was based on the Ontario Building Code, the Ontario Fire Code and communication with the local Fire Department and the Office of the Fire Marshal.

Attached to this form is:

- 1) a copy of the Occupancy sign indicating your loading, and
- 2) a copy of the Process for Controlling Occupancy Loading.

## SECTION A

FORM # 10A SCHOOL: \_\_\_\_\_

### 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.

COPY OF OCCUPANCY LOAD FOR SCHOOL \_\_\_\_\_

**SECTION A**

**FORM #11**

**SCHOOL:** \_\_\_\_\_

**FLOOR PLANS**

FLOOR PLANS #1 - #2, provided by the Facility Services Department and attached to this form provide the location of:

- FLOOR PLAN #1
- EXIT LIGHTS
  - EMERGENCY LIGHTS
  - FIRE ALARM ANNUNCIATORS
  - PANEL BOX TO RESET SYSTEMS
  - FIRE HOSE CABINETS
  - FIRE ALARM PULL STATIONS
  - FIRE EXTINGUISHERS
  - HIGH RISK AREAS
  - RANGE GUARD SYSTEMS

FLOOR PLAN #2 - FIRE ZONES (ONLY APPLICABLE IF ANNUNCIATOR PANEL)



FLOOR PLAN # 2

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**SECTION A**

**FORM #12**

**SCHOOL:** \_\_\_\_\_

**SITE PLAN**

The attached site plan provides the location of:

FIRE DEPARTMENT ACCESS ROUTE  
HYDRO LINE  
FIRE ACCESS ROUTES (for emergency vehicles)  
REPORTING AREA (for the students)  
FIRE HYDRANTS  
FIRE DEPARTMENT SIAMESE LOCATIONS  
GAS VALVES

THE BOARD HAS CONSULTED AND CO-ORDINATED WITH:

- (1) THE LOCAL FIRE DEPARTMENT - to determine fire access routes.
- (2) THE SCHOOL - to ensure reporting areas outside the school do not conflict with hydro lines or Fire Access Routes.

SITE PLAN

## SECTION B

### EMERGENCY RESPONSE

<b>PROCEDURE 153-B</b>	
<b>Adopted</b>	October 25, 2002
<b>Last Revised</b>	September 8, 2009
<b>Review Date</b>	September, 2014

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## TYPE II FIRE SAFETY/EVACUATION PLAN

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### 1. PURPOSE

Principals are responsible for Fire Safety/Evacuation Plan for their school. Fire safety and evacuation in other district buildings is the responsibility of the director of education and/or site supervisor.

### 2. FIRE SAFETY/EVACUATION PLAN

- 2.1 Each principal or supervisor shall have a program in actual practice and a formal document on record outlining the detailed Fire Safety/Evacuation Plan for the building (**see Appendix 1: Fire Safety/Evacuation Plan**).
- 2.2 Principals will annually submit an electronic copy of Section A of their School Fire Safety/Evacuation Plan (**Appendix 1**) to the local Fire Department and Health and Safety Officer by the end of September.
- 2.3 Copies of the Fire Safety/Evacuation Plan will be kept in the main office, custodial office and in the school's Emergency Response Bag.
- 2.4 Every teacher/staff member and pupil must know all exits, corridors, routes of traffic. With these precautions no one need ever be lost in an emergency.
- 2.5 All rooms in the school, all fire stations, exits, and routes must be clearly marked with the appropriate printed cards provided by Hastings and Prince Edward District School Board and approved by the local fire departments.
- 2.6 Every teacher/staff member and every student must be familiar with all signals, horns, electric bells and hand bells.

### 3. INSTRUCTION

- 3.1 Classroom procedures must be thoroughly explained, perhaps diagrammed and rehearsed in slow motion with possible stops to check procedures.
- 3.2 Routes in hallways and outdoors must be similarly explained and learned.
- 3.3 Drills should be held by individual teachers with their own classes.



## **SECTION B**

### **4. FIRE DRILLS**

- 4.1 Regulations under the Fire Code require the principal/supervisor to hold fire drills at least three times during the fall term and at least three times during the spring term.
- 4.2 The principal/supervisor shall make the situation simulate genuine emergencies by the blocking of a corridor, a staircase or an exit.
- 4.3 The principal/supervisor and staff shall correct confusions or faults at the time and do a re-run immediately.
- 4.4 Staff members must be appointed to check all washrooms, change rooms, and other ancillary spaces.

### **5. DUTIES OF THE PRINCIPAL/SUPERVISOR**

The principal/supervisor shall:

- 5.1 appoint staff members to check all washrooms, locker rooms, ancillary spaces, and someone to call the fire department;
- 5.2 determine that all doors are kept unlocked and unobstructed;
- 5.3 assign staff to assist pupils who are incapable of walking out with the class including physically/developmentally challenged students to a safe stairwell if they are unable to leave the building;
- 5.4 ensure occasional staff and visitors are aware of evacuation procedures;
- 5.5 ensure that all persons evacuate the building;
- 5.6 assign the shortest route from classrooms and alternate routes in case of obstruction;
- 5.7 provide for clearance of all vehicular approaches for fire fighting crews; and
- 5.8 designate staff member to take the Emergency Response Bag with them in each evacuation; and
- 5.9 annually submit an electronic copy of their School Fire Safety/Evacuation Plan (**Appendix 1**) to the local Fire Department and Health and Safety Officer by the end of September.

### **6. DUTIES OF TEACHERS AND OTHER STAFF**

Staff shall:

- 6.1 know the location of every alarm signal, traffic route, stairwell and exit which will be used by the pupils under their care;
- 6.2 be responsible for the direction and deportment of the class;
- 6.3 ensuring that physically/developmentally challenged persons are moved out of the school or to a safe stairwell as per the school plan
- 6.4 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 and lock classroom doors.

Note: Custodians are also responsible for shutting off all motors and other equipment.

## SECTION B

- 6.5 close the classroom windows;
- 6.6 ensure that the classroom is evacuated;
- 6.7 close the classroom door;
- 6.8 carry the class register or class list of the class the teacher is with at the time of the fire drill when leaving the building;
- 6.9 know the absentees; and
- 6.10 check the attendance roll for the class as soon as possible after evacuation and then send or take a written report to the principal or designate.

### 7. GENERAL

- 7.1 The use of student monitors may be necessary to hold doors until evacuation is complete.
- 7.2 Staff members shall ensure doors and windows are closed and not locked in their immediate working area.
- 7.3 Some drills must be conducted with hand bells to prepare for possible power failures.
- 7.4 The minimum distance of evacuation from the school must be 40 feet.
- 7.5 The Fire Marshall may ask a staff member unannounced and at random to sound an alarm.
- 7.6 The principal, or designate, shall be positioned outside the building to receive all class reports. The principal/ designate will choose a location which will be convenient for the receipt of class reports, and also to be able to meet and pass on information to the incoming fire department.
- 7.7 **NOTE:** During a time other than regular 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.
- 7.8 To ensure that the school is "fire-safe", principals shall refer to the Hastings and Prince Edward District School Board Fire Safety Plan.
- 7.9 Meeting room coordinator should report to the principal with an occupant list at the time of the fire drill when leaving the building as per 6.7, 6.8, 6.9, 7.9

### 8. DUTIES OF CUSTODIAL AND MAINTENANCE STAFF

Custodians/maintenance staff shall:

- 8.1 Be familiar with and follow the fire safety program for the building(s) in which they work.
- 8.2 In case of fire, activate the fire alarm immediately and contact the fire department.
- 8.3 Treat any fire as "the real thing".
- 8.4 When the fire alarm is sounded check the areas in which they are working, close the windows and doors and proceed to the nearest exit.

## **SECTION B**

- 8.5 After the building is evacuated, report to the person designated in the fire safety program or to the custodian (lead hand) in charge at the pre-arranged safe outside location.
- 8.6 Report incidents of refusal to evacuate to the person designated or custodian in charge who shall report the person to the proper authorities.
- 8.7 Together with a back-up person, and only if it is safe to do so, go to the annunciator panel to determine where the alarm originated. The area identified is to be checked.
- 8.8 Notify the fire department when there is a false alarm or faulty equipment. Only after the fire department has given permission can the alarm system be re-set.
- 8.9 Extinguish a fire that the custodian feels competent to extinguish. If the size or nature of the fire is beyond the custodian's control, the fire is to be left to the fire department.
- 8.10 Allow people back in to the building only when it is completely safe to do so after the fire department has given permission.
- 8.11 Be responsible for shutting off all motors/equipment.

## SECTION C

### 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.*

## SECTION C

### MAINTENANCE SCHEDULE FOR FIRE PROTECTION EQUIPMENT (cont'd)

#### Person Responsible Key

- M - Maintenance Personnel
- S - Supervisory Staff
- C - Contracted out to qualified person(s)
- O - Other (specify) \_\_\_\_\_

#### 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	_____
2. Torches, regulators and welding equipment must be checked for defects.	5.17.2.6	_____
3. Fire Alarm System, AC power lamp and trouble signal must be checked.	6.3.2.1	_____
4. Temperature of fire pump rooms must be checked.	6.6.3.2	_____

#### WEEKLY:

1. Check hoods, filters and ducts in ventilation systems subject to the accumulation of combustible deposits.	2.6.1.4	_____
2. Check the sprinkler system control valves are open and properly supervised.	6.5.3.1	_____
3. Check water supply pressure and system air or water pressure to ensure operating pressure is being maintained.	6.5.3.3	_____
4. Inspect valves controlling fire protection water supplies.	6.6.1.2	_____

**SECTION C**

**MAINTENANCE SCHEDULE FOR FIRE PROTECTION EQUIPMENT (cont'd)**

	Reference	Person Responsible
5. Inspect and operate all fire pumps	6.6.3.3 6.6.3.4	_____
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	_____

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

**MONTHLY:**

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

**SECTION C**

**MAINTENANCE SCHEDULE FOR FIRE PROTECTION EQUIPMENT (cont'd)**

	Reference	Person Responsible
<b><u>EVERY 2 MONTHS</u></b>		
1. Test sprinkler system central station.	6.5.5.7	_____
<b><u>EVERY 3 MONTHS</u></b>		
1. Inspect dry pipe valve water priming level.	6.5.4.3	_____
<b><u>EVERY 6 MONTHS</u></b>		
1. Inspect fire protection systems for commercial cooking equipment.	2.6.1.12 & 6.8.1.1	_____
2. Check and clean crankcase, breathers, governors and linkages on emergency generator sets.	6.7.1.1.	_____
3. Conduct inspection and maintenance of special extinguishing systems.	6.8.1	_____
4. Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices.	6.5.5.7	_____
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	_____

## SECTION C

### MAINTENANCE SCHEDULE FOR FIRE PROTECTION EQUIPMENT (cont'd)

	Reference	Person Responsible
<b><u>ANNUALLY</u></b>		
1. Inspect all fire dampers and fire stop flaps.	2.2.3.7	_____
2. Inspect all chimneys, flues and flue pipes.	2.6.1.5	_____
3. Inspect disconnect switches for mechanical air conditioning and ventilation systems.	2.6.1.8	_____
4. Carry out maintenance procedures for fire extinguishers.	6.2.7.1	_____
5. Conduct a complete test of the building fire alarm system by qualified personnel.	6.3.2.1	_____
6. Inspect all standpipe hose valves.	6.4.2.4	_____
7. Remove and repack all standpipe hose.	6.4.2.5	_____
8. Inspect all exposed sprinkler system pipe hangers.	6.5.3.2	_____
9. Check all sprinkler heads.	6.5.3.5	_____
10. Inspect auxiliary drains (drum drips) and dry pipe sprinkler system (each fall).	6.5.4.1	_____
11. Inspect dry pipe valve water priming level.	6.5.4.3	_____
12. Inspect and lubricate fire department connections.	6.5.4.4	_____
13. Conduct sprinkler system alarm test using the hydraulically most remote test valve.	6.5.5.3	_____
14. Conduct a dry pipe system trip test.	6.5.5.4	_____
15. Conduct a main drain flow test of the sprinkler system water supply.	6.5.5.5	_____
16. Conduct a fire pump flow test.	6.6.3.5	_____



**SECTION C**

**MAINTENANCE SCHEDULE FOR FIRE PROTECTION EQUIPMENT (cont'd)**

	Reference	Person Responsible
17. Inspect and flow test all fire hydrants.	6.6.5.7	_____
18. Conduct general engine and generator maintenance and engine tune-ups for emergency generator sets.	6.7.1.1	_____
19. Conduct ½ hour emergency light system test	2.7.3.3(3)(b)&(4)	_____
20. Conduct a 2 hour full load test of the emergency generator set.	6.7.1.1	_____

**EVERY 2 YEARS**

1. Check valve adjustments and torque heads for emergency generator engines.	6.7.1.1	_____
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**EVERY 3 YEARS**

1. Clean and service injector nozzles and check valve adjustments for emergency generator diesel engines.	6.7.1.1	_____
2. Conduct a dry pipe system trip test with the control valve fully open.	6.5.5.4	_____

**EVERY 5 YEARS**

1. Hydrostatic test of carbon dioxide and water type fire extinguishers.	6.2.7.1	_____
2. Check insulation of generator windings.	6.7.1.1	_____

**EVERY 6 YEARS**

1. Replace the extinguishing agent in dry chemical fire extinguishers.	6.2.7.1	_____
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**SECTION C**

**MAINTENANCE SCHEDULE FOR FIRE PROTECTION EQUIPMENT (cont'd)**

	Reference	Person Responsible
<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	_____
<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	_____
<b><u>AS REQUIRED</u></b>		
1. Clean any combustible dust producing equipment.	5.10.1.2	_____
2. Cleaning of residue in spray booths.	5.12.7.2	_____
3. Vacuum clean and dust any dry powder finishing operations.	5.14.6.8	_____
4. Inspect, clean and maintain all industrial ovens (kilns).	5.18.5.1	_____

## Fire Safety Plan Review Record

The Fire Safety Plan must be reviewed as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building. It is the responsibility of the Principal to ensure that the information contained within the Fire Safety Plan is accurate and complete. (*Ontario Fire Code 2.8.2.1.(4) of Division B*).

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Date of Review: \_\_\_\_\_  
\_\_\_\_\_

Reviewed By:

Principals Name: \_\_\_\_\_  
\_\_\_\_\_

Signature:

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Date of Review: \_\_\_\_\_  
\_\_\_\_\_

Reviewed By:

Principals Name: \_\_\_\_\_  
\_\_\_\_\_

Signature:

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Date of Review: \_\_\_\_\_  
\_\_\_\_\_

Reviewed By:

Principals Name: \_\_\_\_\_  
\_\_\_\_\_

Signature:

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Date of Review: \_\_\_\_\_  
\_\_\_\_\_

Reviewed By:

Owner/Position: \_\_\_\_\_  
\_\_\_\_\_

Signature:

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Date of Review: \_\_\_\_\_  
\_\_\_\_\_

Reviewed By:

Principals Name: \_\_\_\_\_  
\_\_\_\_\_

Signature:

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Date of Review: \_\_\_\_\_  
\_\_\_\_\_

Reviewed By:

Principals Name: \_\_\_\_\_  
\_\_\_\_\_

Signature:

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