



Hastings and Prince Edward
District School Board

**PROCEDURE 153-B
APPENDIX 1**

Adopted	October 25, 2002
Last Revised	September 8, 2009
Review Date	September, 2014

**FIRE SAFETY/
EVACUATION PLAN**

FOR

NAME OF SCHOOL:

**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.**

Document prepared by:

**Health and Safety Officer
Revised: September 2009**

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

<u>SECTION A - FIRE SAFETY/EVACUATION PLANS (SPECIFIC)</u>	<u>PAGE</u>
See attached forms	
ASSIGNED FORMS 1 - 8	1
FORM 1 Description of Building	2
FORM 2 Evacuation Plan	3
FORM 3 Fire Alarm Station Assignment	4
FORM 4 Area Assignment by Classroom	5
FORM 5 Record of Fire Drills and Fire Alarm Activation	6
FORM 6 Assembly Loading For Gyms	7
FORM 7 Site Plan	8
FORM 8 Floor Plans	9

SECTION B - FIRE SAFETY/EVACUATION PLANS (GENERAL)

NOTE: This information is located in the School Fire Safety/
Evacuation Plan at each school/site.

GUIDELINES FOR PRINCIPALS

1.0 EMERGENCY PLANNING - ONTARIO FIRE CODE

Section 2.8	
Subsection 2.8.2 <u>FIRE SAFETY PLAN</u>	10
Section 2.8	
Subsection 2.8.3 <u>FIRE DRILLS</u>	11
<u>SAFETY TO LIFE - NATIONAL FIRE CODE</u>	
Section 2.7	
Subsection 2.7.1 <u>MEANS OF EGRESS</u>	12
Section 2.7	
Subsection 2.7.2 <u>EXIT DOOR HARDWARE</u>	13
Section 2.7	
Subsection 2.7.3 <u>EMERGENCY LIGHTING</u>	13

2.0	FIRE SAFETY PROGRAM IN THE SCHOOLS STATEMENT OF PRACTICE - B4	14
3.0	<u>RESPONSIBILITIES</u>	
	3.1 BUILDING OWNER	18
	3.2 SCHOOL MANAGEMENT AND STAFF RESPONSIBILITY	18
	3.3 STUDENT SAFETY COMES FIRST	18
	3.4 RESPONSIBILITIES OF PRINCIPAL AND STAFF MEMBERS	19
4.0	<u>PLANNING GUIDELINES</u>	<u>PAGE</u>
4.1	GENERAL - PLANNING	20
4.2	FIRE SAFETY GUIDELINES	21
4.3	FIRE EVACUATION PROCEDURES	22
4.4	FIRE DRILLS	22
4.5	POST FIRE EVACUATION CARDS	23
4.6	WHAT TO DO IN THE EVENT OF A FIRE	24
4.7	BASIC EXIT REQUIREMENTS	25
4.8	FIRE ALARM SYSTEM	25

SECTION C - MAINTENANCE PROCEDURES

NOTE: This information is located in the school's Fire Safety/Evacuation Plan at each school/site.

1.0	MAINTENANCE SCHEDULE REQUIRED BY ONTARIO FIRE CODE	26
2.0	CHECK/TEST REQUIREMENTS OF THE ONTARIO FIRE CODE	27
3.0	FIRE SAFETY MAINTENANCE	31

SECTION A

FIRE SAFETY PLAN FOR SCHOOLS

<u>FORM</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
1.	Description of Building	2
2.	Evacuation Plan	3
3.	Fire Alarm Station	4
4.	Area Assignment by Classroom	5
5.	Record of Fire Drills and Fire Alarm Activation	6
6.	Assembly Loading for Gyms	7
7.	Site Plan	8
8.	Floor Plans	9

FORM #1

SCHOOL:

DESCRIPTION OF BUILDING

Construction Type and Year:

Number of Storeys:

Number of Students:

Hours of Operation:

Person(s) in Charge:

Principal:

Head Custodian/Lead Hand:

Automatic Fire Detection Systems:

Fire Suppression Systems: REFER TO FORM #8

Unusual Hazards:

Unusual Access to Building:

Training of Staff

Fire Extinguishers - Record

FORM #2

SCHOOL:

**EVACUATION PLAN
FIRE EXITS (by Rooms or by Routes)**

ROOM#/AREA	IN RED EMERGENCY EXIT	IN BLUE ALTERNATE EXIT

FORM #3

SCHOOL :

**FIRE ALARM STATION ASSIGNMENTS
BY CLASSROOM**

All Secondary schools have annunciator panels and the fire zone will indicate the location of the fire or the location of the pull station alarm. Elementary schools that have been upgraded will have an annunciator panel as well. For those Elementary schools that do not have an annunciator panel, FORM #3 should indicate the classroom responsible for checking the fire alarm pull station as they are exiting the school. Reporting on a pulled fire alarm station will assist the Fire Department in locating the fire.

(PLEASE SEE FORM #8 FOR NUMBERED PULL STATIONS)

STATION #	ROOM #	POSITION

FORM #4

SCHOOL:

AREA ASSIGNMENT BY CLASSROOM

The teachers in the following classroom 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 IN ROOM #

FORM #5

SCHOOL:

RECORD OF FIRE DRILLS AND FIRE ALARM ACTIVATION

DATE	PRINCIPAL'S SIGNATURE	EVACUATION TIME	COMMENTS	RESPONSE TIME OF ANSWERING SERVICE

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

FORM #6

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.**

OCCUPANCY LOADS

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

PUBLIC FUNCTION PROCESS

FOR DEALING WITH EXCEEDED PUBLIC LOADS

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 Controller of Facility Services 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, Controller of Facility Services, 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

LOADING FOR SCHOOL FUNCTIONS WITH LOCAL FIRE CHIEF APPROVAL AS PER FIRE SAFETY PLAN

SCHOOL FUNCTION

Functions above 200 chairs up to the fixed-chair calculation must follow the above process.

PHASE I

Schools must report all school functions (see definition) that exceed posted occupancy loading to their Superintendent prior to the function date.

A form with Fire Chief approval, approving the load for the activity, must go to the Head Custodian, the Controller of Facility Services and the Superintendent.

At no time will the loading exceed the lesser of the standing calculation or egress calculation.

At no time will chairs exceed the fixed chair calculation.

All corridors will remain clear at all time (eg. Fun Fairs) and booths are restricted to non-corridor space.

PHASE II

Exceeding posted public loading without local Fire Chief approval can result in Phase II, III, IV of the public process.

The penalty in this case is having the Superintendent close a function down.

DEFINITION - SCHOOL FUNCTION

Functions with Principal approval, such as a school-type activity (i.e. dance, Christmas concert, graduation, etc.), where occupancy exceeds the posted Occupancy Loading for the activity.

SPECIAL NOTE - SCHOOL ASSEMBLIES:

RISK MANAGEMENT - SCHOOL "STUDENTS" ASSEMBLY

(One-Year Trial Period)

Schools may assemble their student bodies for a school assembly with non-fixed chairs, up to the fixed-chair calculation, providing aisles and exits are clear and the activity is supervised (4 schools without gyms and 6 elementary schools [item 2] still cannot comply). This is a one-year trial period. (See correspondence with the Office of the Fire Marshal, attached.)

FORM #7

SCHOOL:

SITE PLAN

The attached sit plan provides the location of:

**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.

FORM #8

9

SCHOOL:

FLOOR PLANS

FLOOR PLANS #1 - #5, 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

FLOOR PLAN #2 - FIRE ALARM PULL STATIONS

FLOOR PLAN #3 - FIRE ZONES (ONLY APPLICABLE IF ANNUNCIATOR PANEL)

FLOOR PLAN #4 - FIRE EXTINGUISHERS
- RANGE GUARD SYSTEMS

FLOOR PLAN #5 - HIGH RISK AREAS

The following floor plans, cover the information listed and are attached to Forms 2, 3, and 4 as shown.

Attached to Form #2 - FIRE EVACUATION PLAN (ONE PER FLOOR)

Attached to Form #3 - FIRE ALARM STATION ASSIGNMENT (ONE PER FLOOR)

Attached to Form #4 - AREA ASSIGNMENT BY CLASSROOM (ONE PER FLOOR)

