

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name FIRE SAFETY PLANS
 Management Guideline Applies

531

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December 4, 2007

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POLICY

To ensure the schools under the direction of Superior-Greenstone District School Board are in compliance with its obligations for conducting and recording fire drills under the *Ontario Fire Code*, *Accessibility for Ontarians with Disabilities Act*, and the *Education Act*.

PROCEDURE

1.1 A Fire Safety Plan shall be included as part of the School's Emergency Procedures Plan and in accordance with Ontario Regulation 388/97, Fire Code will contain:

- a) Cover Page
 - a. Property Address
 - b. Identity of fire safety preparedness plan
 - c. Date of completion
 - d. Revision Dates
 - e. Approved Location
- b) Resource page containing quick references to location of fire safety equipment.
- c) Resource page containing names, addresses and contact numbers for school board personnel (Director, Supervisory Officers, Manager of Plant Services, Coordinator of Plant Services, Principal, Vice-Principal, Head Custodian).
- d) Resource page containing names of persons requiring assistance/persons with special needs. Consent form signed by employees requiring assistance.
- e) Site Plan with the following components
 - a. Legend
 - b. Directional indicators
 - c. Scale dimensions
 - d. Fire routes
 - e. Hydrant locations
 - f. Meeting areas
 - g. Hazardous locations
- f) Floor Plans with the following components
 - a. Scale dimensions
 - b. Direction indicators
 - c. Floor identification
 - d. Room identification
 - e. Legend
 - f. Fire protection equipment
 - g. Fire alarm panel and pull stations
 - h. Firefighter access
 - i. Hazardous areas

- g) Fire Emergency Systems Information
 - a. Documents, including diagrams, showing the type, locations and operation of building fire emergency systems.
 - b. The provision of alternative measures for the safety of the occupants during any shutdown of fire protection equipment and systems or part thereof.
 - c. A notice will be affixed near pull stations if the fire alarm does not automatically transmit to emergency contacts (e.g. building security company, fire department, etc.)

- h) The emergency procedures to be used in case of fire including:
 - a. Sounding the fire alarm
 - b. Notifying the fire department
 - c. Instructing occupants on procedures to be followed when the fire alarm sounds
 - d. Evacuating occupants, including special provisions for persons requiring assistance
 - e. Procedures for the use of elevators
 - f. Procedures for confining, controlling and extinguishing fires
 - g. Procedures for evacuation during extreme cold weather (alternate evacuation sites, emergency items such as blankets, etc.).
 - h. Procedures for bringing student information during evacuation.

- i) The Fire Safety Plan will also include:
 - a. The appointment of designated supervisory staff to carry out the fire safety plan duties.
 - b. The organization of designated supervisory staff to perform fire safety plan duties.
 - c. The training of supervisory staff so that they are aware of their responsibilities for fire safety. Supervisory staff shall be instructed in the fire emergency procedures as described in the Fire Safety Plan, before they are given any responsibility for fire safety.
 - d. The instruction of other occupants so that they are aware of their responsibilities for fire safety.

2.0 The total number of evacuation fire drills shall be held three times in each of the fall and spring school terms.

3.0 The principal or designate shall keep a record to indicate that the Fire Safety Plan has been fully reviewed with staff; advise the appropriate Supervisory Officer that the review has taken place and ensure that this information has been shared by September 30 each year and as needed throughout the remaining school year.

4.0 The Fire Safety Plan will be kept in the school Emergency Plans binder and with copies placed in the school gymnasium storage room or office, staff room, the Head Custodian's office, the cafeteria (as per Policy 516 - Emergency Procedures) and Fire Emergency Plan Lock Box (located in the main entrance way of each school). A master copy of the Fire Safety Plan shall be kept in the Main Office of the school, and a copy shall be forwarded to the local fire department(s) by September 30 of each year.

- 5.0 The school principal will consult with other occupants of the building (e.g. child care, family support programs, college satellite campuses, etc.) in the development of the plan, and will provide a copy of the plan to all occupants by September 30 of each year.
- 6.0 An electronic copy of the Fire Safety Plan, as a component of the Emergency Plan, will be forwarded to the Coordinator of Plant Services and the Education Secretary by September 30 of each year. These documents will be filed and made available through eBase.