

Fire Safety 2023 V2

1.1 Fire Safety Training



Notes:

Fire Safety Training

1.2 Introduction



The best way to deal with a fire is to prevent it in the first place.

Fires can be prevented by putting simple safety measures in place.

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Fires can be prevented by putting simple fire safety measures in place.

1.3 Combustible Materials

COMBUSTIBLES



Ignite easily

Examples include paper, cardboard, plastics, cloth, wood, etc.

Avoid excess accumulation of combustibles

Avoid hanging combustibles from the ceiling



Avoid decorating more than 20% of the wall surface

Avoid decorating exit doors



Notes:

Combustible materials (e.g. paper, cardboard, plastics, cloth, wood, etc.) should be stored in an orderly manner. They ignite easily and shall not accumulate in or around a building in such a quantity or location as to create a hazard or hinder evacuation.

Exit doors must be visible at all times. Doors should not be decorated with combustibles and must remain operable.

Combustibles should not be suspended from the ceiling.

No more than 20% of any wall surface should be covered with combustibles.

1.4 Prohibitions

PROHIBITIONS

To protect building occupants these items are prohibited.



Real Christmas Trees

Why? Dried out trees can go up in flames in seconds.



Hay or straw

No bales of hay or straw



Candles

No burning of candles or open flames other than authorized science experiments



Fireworks/ Pyrotechnics

No handheld fireworks or pyrotechnics

Notes:

To protect building occupants these items are prohibited:

- Real Christmas trees
- Candles or open flames other than authorized science experiments
- Bales of hay or straw
- Fireworks or pyrotechnics

For a complete list of prohibitions, see the fire safety plan for your school/building.

1.5 Fire Separation Doors

FIRE SEPARATION DOORS



Safety measures incorporated into our schools to limit the spread of fire



Doors with a fire-resistance rating found in hallways, stairwells, exits, mechanical rooms etc.



Should not be obstructed, wedged or altered



Unless the door has hold open devices and is connected to the fire alarm system

Notes:

Fire doors are a safety measure incorporated into the design of our schools to reduce fire hazards through compartmentalization.

To be effective, the separation in these compartments must be maintained. This includes keeping doors with fire-resistant ratings closed at all times.

Fire doors can be found in hallways, stairwells, exits, mechanical rooms, service rooms etc.

These doors should not be obstructed, wedged open or altered in any way that would prevent the intended operation of the closure.

The only exception is a fire door that has a hold open device connected to the fire alarm system.

1.6 Recycling and Garbage

RECYCLING & GARBAGE

Containers for garbage and recycling should not be located in means of egress (hallways, stairwells, exits)

Unless they are approved metal containers

Blue and red boxes may be placed in individual classrooms



Notes:

Containers for garbage and recycling should not be located in the means of egress or exit areas.

Only approved metal containers are allowed in hallways.

Blue and red boxes may be placed in individual classrooms, offices, and other similar rooms.

1.7 Fire Exits and Gathering Area

FIRE EXITS AND GATHERING AREA

Recognize the sound of the fire alarm

Know your primary and secondary exits

Know your gathering area outside the building

Supervisors must have a system in place to account for all building occupants

Fire route must remain clear

Do not re-enter the building until fire department has given all clear



Notes:

It is important for staff, students, and visitors to recognize the sound of the fire alarm, know their primary and secondary exits out of the building and the gathering area on the grounds.

The exit route information will be displayed on fire posters in every classroom and other occupied rooms (e.g. gym, cafeteria).

Once at the gathering area, supervisors will account for the presence of all building occupants.

The fire route shall always remain clear of vehicles to ensure immediate access for the fire department.

Occupants must remain outside until the fire department has granted permission to re-enter the building.

1.8 Fire Protection Equipment

FIRE PROTECTION EQUIPMENT

Must be accessible at all times



Report any missing or damaged fire equipment or posters to your supervisor

Notes:

Maintain clear access to fire protection equipment.

Report to your supervisor any missing or damaged fire protection equipment or posters.

1.9 Other Safety Tips

TO AVOID FIRE HAZARDS...

Avoid unattended cooking and creation of grease laden vapours



Never leave a toaster unattended
Only use approved toaster items



Always check the lint trap before using a dryer



Extension cords should be used as temporary power



Notes:

Here are a few other safety tips to avoid fire hazards:

Avoid unattended cooking and creation of grease laden vapours (e.g. bacon).

Never leave a toaster unsupervised and only toast items meant for the toaster.

Always check the lint trap before using a dryer.

Extension cords should only be used as temporary power. All extension cords should be rated for the products being plugged in. Do not plug extension cords into one another. If multiple items need to be plugged in, power strips plugged directly into a permanent receptacle should be used.

1.10 Fire Drills



Notes:

Total evacuation fire drills for schools will be held 6 times during the school year – 3 times in the fall and 3 times in the spring.

The purpose of the fire drill is to test the emergency preparedness of students and staff. It is important that these drills happen at the start of the school year and are spread out throughout the year with suggested months being September, October, April, May, and June.

Specific duties related to fire drills can be found in the school/building's fire safety plan.

1.11 Fire Safety Plan



Notes:

Every building has a site-specific fire safety plan. The plan is a detailed document that covers all aspects of fire safety for a specific building or property.

A paper copy of the fire safety plan can be found on site in the yellow binder on the resource bookshelf.

1.12 If you discover a fire...

IF YOU DISCOVER A FIRE...



01 Pull the fire alarm

02 Exit the building

03 Meet at gathering area

04 Call 911

05 Report location of fire

06 Wait for fire department

07 Wait for all clear to re-enter

Notes:

If you discover a fire, activate the nearest fire alarm pull station.

Leave the building using your primary exit or secondary exit if primary is blocked.

Go to the gathering area on the grounds.

Call 911 and provide the building address and the location of the fire. All of our buildings are monitored by a third party monitoring company. The fire department should already be on their way, but if for some reason communications are down 911 should be called to ensure the fire department has been dispatched.

Wait for the fire department to arrive and investigate.

Specific custodial and supervisory duties can be found in the fire safety plan.

Building occupants are not to re-enter until the fire department has given the all clear.

1.13 Fire Inspections



Notes:

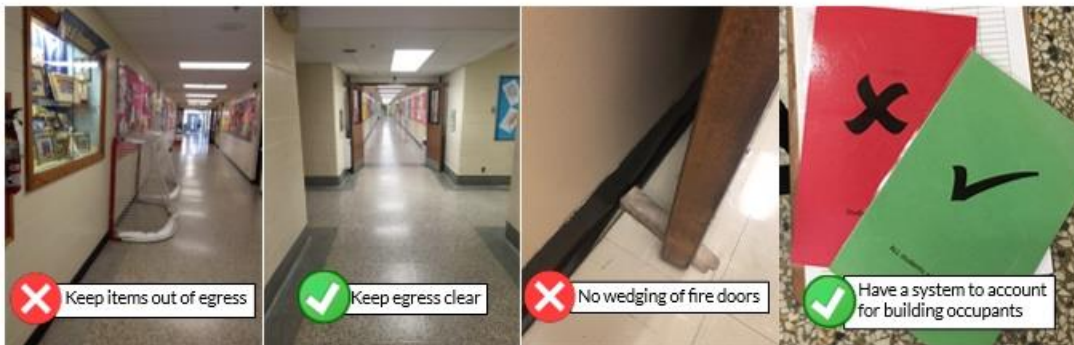
Fire departments routinely conduct fire safety inspections of our buildings. During the inspection if the Fire Prevention Officer notices a violation of the Ontario Fire Code they will issue a fire inspection report or order.

Facility Services will partner with the site supervisor to address the fire safety concerns by the prescribed deadline.

1.14 Fire Safety Training

Fire Safety Training

Fire is everyone's responsibility



For more information please reference your site-specific fire safety plan



Remember to complete your declaration to log your training

Notes:

For more information on fire safety please reference your site-specific fire safety plan.

Remember to complete your Brightspace declaration to log your training.