

# Fire Safety Training



Welcome to the **Fire Safety** Training module

This course will provide you with important information about fire prevention, emergency procedures, and your role in maintaining a safe school or workplace environment.

Please complete all sections of the course and review your site-specific fire safety plan as outlined.

Click the "**Start Course**" button to begin.



Introduction



Fire Prevention & Safety Practices



Emergency Procedures




Inspections



Conclusion

# Introduction

---



**The best way to deal with a fire is to prevent it in the first place. Fires can be prevented by putting simple fire safety measures in place.**



Click the play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

---

Fires are dangerous, fast-moving, and potentially life-threatening, but many can be prevented with simple safety measures. Knowing how to reduce risks and respond effectively is essential for keeping yourself and others safe.

In this course, you will learn about:

- How to properly store and manage combustible materials
- Prohibited items that increase fire risk
- The proper use of fire separation doors
- Safe garbage and recycling practices
- Fire drills, safety plans, and inspections
- What to do if you discover a fire

This training is part of our commitment to providing a safe environment for staff, students, and visitors.

Let's begin by exploring the key steps to prevent fires before they start.

**CONTINUE**

# Fire Prevention & Safety Practices

---



Click the play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

---

## Combustible

- 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.

## Prohibitions

To protect building occupants these items are prohibited:



Click on the image to read more about it and then click ">"



Real Christmas trees

1 of 4



Candles or open flames other  
than authorized science  
experiments

2 of 4



Bales of hay or straw

3 of 4



Fireworks or Pyrotechnics

4 of 4

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



1:00

1X



Click the play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

---

## Fire Separation Doors

Fire doors are a safety measures 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



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

## Recycling and Garbage

- 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.

**CONTINUE**

# Emergency Procedures

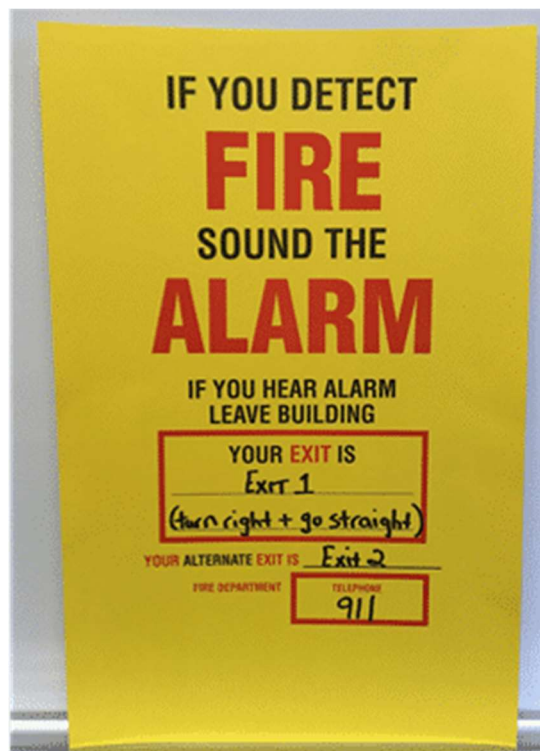
---



Click the play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

---

## Fire Exits and Gathering Area



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.

## **Fire Protection Equipment**

- Maintain clear access to fire protection equipment.
- Report to your supervisor any missing or damaged fire protection equipment or posters.

## **To avoid Fire Hazards..**

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

- Avoid unattended cooking and creation of grease laden vapors (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.

## **Fire Drills**

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.



## **Fire Safety Plan**

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.





Click the play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

---

## If you discover a fire...

- 1 If you discover a fire, activate the nearest fire alarm pull station.
- 2 Leave the building using your primary exit or secondary exit if primary is blocked.
- 3 Go to the gathering area on the grounds.
- 4 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.
- 5 Wait for the fire department to arrive and investigate.
- 6 Specific custodial and supervisory duties can be found in the fire safety plan.
- 7 Building occupants are not to re-enter until the fire department has given the all clear.

**CONTINUE**

# Inspections

---



Click the play button to listen. As you listen, continue scrolling to follow along with the content the speaker is discussing

---

## Fire Inspections

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.

---

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

**CONTINUE**

# Conclusion

---

---

Congratulations you have finished the training module!



0:25

1X

## IMPORTANT!

*To ensure your training is marked as complete, please remember to submit the **Completion Declaration** in Brightspace. Without this step, your training will not be recorded as complete. Failure to complete the declaration may result in disciplinary action. Please take a moment to complete this final step to avoid any issues.*

---



WESTERN PIEDMONT COMMUNITY  
COLLEGE DISTRICT BOARD OF TRUSTEES

## Fire Safety 2025



[My Home](#) [Manager Dashboard](#) [Awards](#)



Overview



Bookmarks



Course Schedule

[Table of Contents](#)



eLearning

Completion Declaration



PDF of eLearning

1

## Table of Contents



Download

100 % 1 of 1 topics complete

### eLearning

The following eLearning module will open in a new browser window. When finished watching it, return to this page and remember to submit the Completion Declaration.

[Fire Safety 2025](#)



Content Object



### Completion Declaration

Once you have completed and understood the eLearning, click on the [Completion Declaration](#) link below. This will open up a survey that you need to agree to Submit to complete this course.

2

[Completion Declaration](#)



Survey



**EXIT COURSE**