

# ***Fort McMurray Catholic Schools Operating Policies and Procedures***

## **OP 109 - Fire Safety Program**

### **Policy**

A fire prevention safety program, which conforms to the Alberta Fire Code and local by-laws and regulations, shall be implemented in all facilities.

### **Procedures:**

#### **Fire Drills**

1. A fire evacuation procedure shall be posted throughout the facility including all rooms and stations where children, students and/or staff congregate. The fire evacuation procedure shall include the following:
  - a. An evacuation procedure consisting of the most direct route of egress and at least one alternate route of egress, supplemented with directional route signs.
  - b. The procedure to be followed in the event of the discovery of fire which includes:
    - i. The sounding of the alarm and other immediate action to be taken by the individual who discovers a fire;
    - ii. The notification of the local fire department of the existence of an emergency;
    - iii. The evacuation of students, staff and others to places of safety not less than 30 metres from the building; and
    - iv. The closing of doors and windows and the carrying out of other measures to confine, control and extinguish the fire before the arrival of the fire department.
2. At the start of every school year, the School Principal or facility manager shall discuss the fire safety program with all staff, including those working outside of regular school hours (Child Care Services, custodial, community host, etc..)
3. The principal shall ensure that all staff are familiar with fire drill procedures through ongoing practice, in-service and reorientation.

4. In each of the Schools, the Principal shall:
  - a. Conduct fire evacuation drills at least 3 times in each of the fall and spring school terms under conditions as close as possible to those which might be expected in an emergency, and
  - b. Maintain and make available to the Director of Maintenance and the fire department, a written record of all fire drills held showing the date of the drill, the evacuation time and comments and recommendation;
  
5. Where Child Care Programs are operated, the Manager of Child Care Services will ensure that Child Care Services Staff:
  - a. Conduct fire evacuation drills or conversations at least once per month under conditions as close as possible to those which might be expected in an emergency, with children present; and
  - b. maintain and make available to the Licensing Officer, a written record of all fire drills and conversations held showing the date, the evacuation time and comments and recommendations.

### **Inspections**

6. The Principal, in consultation with the Director of Maintenance, shall conduct regular inspections in accordance with Part I, Section 2 (a to t) and Sections 9 (1 - 6) and 10 of the Fire Prevention Regulations to ensure that:
  - a. Hazardous substances, flammable liquids and other materials are not being used, handled or stored in the building except as permitted by regulations under the Fire Prevention Act. Use of a lighter for religious and/or spiritual celebrations/ceremonies such as the lighting of the advent candles and smudging are permissible;
  - b. Exits and means of egress are kept free from ice, snow or other obstruction and provided with proper lights;
  - c. Only fire resistant decorations, curtains and drapes are used in the school;
  - d. Hallways and corridors are kept free from obstructions;
  - e. Exit doors are not locked while the building is occupied;
  
7. The Director of Maintenance and the principal shall ensure that:

- a. Fire extinguishers are inspected at least monthly and are recharged as required by the Fire Extinguisher Standard and are maintained in a proper working condition at all time;
  - b. Any wax rags, mops and paint rags are either disposed of outside the building immediately after use, or stored in metal containers with airtight lids when not in use;
  - c. Hot plates, electric irons and other portable electrical appliances are placed on metal covered fire resistant pads and surrounded with fire resistant sheeting;
  - d. Electrical equipment, wiring and fittings are installed and used in compliance with the Electrical Protection Act and Regulations;
  - e. Papers on walls, displays, posters, etc., are not placed about areas containing electrical appliances, etc.; and
8. A record of all inspections and notations is to be kept on file by the principal and a copy forwarded to the Director of Maintenance.

### **Quarterly Inspection**

9. The Director of Maintenance, or designate, shall inspect the schools on a quarterly basis to ensure that:
- a. Every corridor, stairway, doorway or floor area forming part of an exit or means of egress is properly illuminated with approved lights, kept free of obstruction and properly identified with illuminated signs;
  - b. Entrance or exits from a building are not locked or obstructed while the building is occupied;
  - c. All fire exit mechanisms and fire extinguishers are maintained and functioning properly;
  - d. All hazardous substance are stored appropriately;
  - e. Any fire hazard observed not specifically cited in either the Fire Prevention Act or this policy is noted and reported; and
10. Copies and a list of inspections are filed at the Service Support Centre.

### **Responsibilities of School Staff**

11. The Principal or facility manager shall:

- a. Comply with all regulations regarding fire prevention and fire drills;
- b. Make certain that all personnel are familiar with the Fire Regulations;
- c. Conduct the minimum number of fire drills as required in the Fire Prevention Act or other regulations and maintain records of all drills conducted;
- d. Designate staff members to ensure that in the event of fire, all children and other occupants have left the building;
- e. In the cases of fire, notify the District office at the earliest possible opportunity;
- f. Report all fire incidents to District Office and the Fire Prevention Office.

12. Staff members shall know:

- a. What exits are to be used while teaching in particular rooms;
- b. Where the alarms are located in the building as well as the shut off; and
- c. Where fire hoses and fire extinguishers are located in the building.

<p><b>References:</b></p> <ul style="list-style-type: none"> <li>• Alberta School Act, Section 195</li> <li>• Executive Limitation (EL) 2 – Safe, Healthy &amp; Secure Environment</li> <li>• Alberta Fire Code</li> </ul>
<p><b>Cross References:</b></p> <ul style="list-style-type: none"> <li>• FMCS Handbook for the Prevention and Management of Critical Incidents</li> <li>• FMCSD Emergency Call List</li> </ul>
<p><b>Approved by Superintendent of Schools</b></p> <ul style="list-style-type: none"> <li>• 1 September 2002</li> </ul> <p><b>Date of Last Revision</b></p> <ul style="list-style-type: none"> <li>• 15 February 2015</li> </ul>