

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 110 - Fire Hazard Policy

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.

Regulations

A – General Fire Regulations

The general fire regulations refer to all district buildings.

1. All open flames are prohibited.
2. Exit doors and doors in corridors leading to exits shall not be locked with any device other than approved panic hardware, at any time the school is in use, including the noon break and during after-hours activities.
3. Stairwell, smoke and fire separation doors shall not be held open with any mechanisms other than approved magnetic hold open devices.
4. Furniture or equipment shall not be placed in any area so as to block, interfere with, or reduce corridor widths or exits.
5. Instances of faulty fire equipment or vandalism to or theft of fire extinguishers shall be immediately reported to the Maintenance Department.
6. Infractions noted in Safety Code Officers' inspection reports shall be complied with, within the time period specified.
7. Every fire extinguisher shall be clearly visible and accessible at all times.
8. Fire extinguishers within the school shall not be used for demonstration purposes.
9. All flammable, combustible, corrosive, oxidizing or organic liquids shall be properly stored in cabinets consistent with Workplace Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) regulations.

10. All gasoline and propane powered equipment and associated fuel supplies shall be stored exterior to the school building and in accordance with regulations.
11. Mechanical, boiler, crawl space and fan room doors are to be kept closed and locked at all times.
12. Mechanical, boiler, crawl space and fan rooms shall not to be used for storage.
13. As alcohol based hand sanitizers are flammable liquids. All sites shall use non-alcohol based hand sanitizers that meet the Occupation Health and Safety standards outlined for the district.
14. If parents choose to send alcohol based hand sanitizers to school with their children, the hand sanitizer shall be in a container of 75 ml or less. Parents shall be advised that, in sending the alcohol based hand sanitizer to school, they are assuming responsibility for educating their child on the proper storage and use of the product and its potential for adverse effects.

DISPLAY AND DECORATIVE MATERIALS

15. All stage drapes or curtains in assembly spaces (auditoria and gymnasia) shall be flameproof, and all curtains other than fire curtains shall be at least 75 millimetres off the floor or stage. This does not apply to classrooms.
16. Display and decorative materials in assembly spaces shall be flame proof.

DISPLAY OF STUDENT PREPARED COMBUSTIBLE ARTWORK AND TEACHING MATERIALS

17. Display tackboards are considered to form part of the permissible wall surface area for artwork display and are subject to the same restrictions.
18. Combustible artwork material shall not exceed twenty per cent of the surface of classroom or corridor walls.
19. Combustible artwork material shall not be applied or attached to classroom or corridor ceilings.
20. Three dimensional displays shall not extend more than 100 millimetres from walls in classrooms and corridors.

21. Combustible artwork materials in classrooms shall not be located within two metres of a classroom door.
22. Combustible artwork materials in corridors shall not be located within three metres of classroom doors.
23. Combustible corridor displays shall not exceed a length of five metres. A one metre break is to be provided between corridor displays.
24. Materials shall be stored with a minimum of 900 mm clearance between the storage unit and the ceiling. There must be 450 mm between the stored material and any sprinkler heads.

FESTIVE DECORATIONS

25. "Festive decorations" shall be flame resistant.
26. Harvested natural trees shall not be used for display purposes.
27. Artificial trees and all other forms of decorations shall not be placed near radiators, convectors, or any heating or ventilating unit, or in any location where they may obstruct exits.
28. All tree lights shall be approved by the Canadian Standards Association for their intended application. Only LED lights can be used in School Facilities.
29. Tree lights shall be turned on only when the area is supervised.

SPECIAL EVENTS

30. Pyrotechnic displays of any kind shall be strictly prohibited.
31. Assemblies in gymnasiums shall not exceed the maximum occupancy specified. Occupancy limits for each site are available from the Maintenance Department.
32. Any scaffolding or temporary bleachers shall be set up by a qualified person and approved by the Director of Maintenance.
33. All arrangements shall adhere to aisle requirements as outlined in the Alberta Building code and outlined below.
34. Non-fixed seating shall be arranged in rows having an unobstructed passage of not less than 400mm between rows measured horizontally from the backs

of the chairs in one row to the edges of the seats in the next row in the non occupied position.

35. Aisles shall be located so that there are no more than 7 chairs between every seat and the nearest aisle. Each row shall not have more than 15 chairs.
36. Dead end aisles shall not exceed 6 m.
37. When the occupant load exceeds 200 persons, the seats in a row shall be fastened together in units of no fewer than 8 seats, or, where there are 7 seats or fewer in a row, all seats in the row shall be fastened together.
38. Each aisle shall terminate in a cross aisle, foyer or exit.
39. The clear width of an aisle shall not be less than 1.2 m.
40. The distance to an exit door by means of any aisle shall not be more than 30 m in an area without sprinklers; 45 m. in area that has sprinklers.

PLASTIC FOAM HAZARD

41. The use of exposed plastic foam in any form is prohibited in schools (e.g. in the construction of stage props, or in kindergarten or elementary giant "building blocks"). This does not apply to the use of plastic foam cups or other containers.

OVERNIGHT ACCOMMODATION

42. School premises shall be inspected and approved by the Director of Maintenance prior to a school being used as a temporary dormitory to accommodate students overnight.
43. The following conditions shall be met:
 - a. There shall be approved emergency lights,
 - b. Exit signs including directional exit signs shall be in place,
 - c. Approved smoke alarms shall be installed in all sleeping areas,
 - d. Supervision ratio shall be a minimum of 1 adult for every 15 students at all times including sleeping hours,

- e. In accordance with Operating Policy 101, smoking and the use of tobacco products is strictly prohibited in all designated public place. Designated public places means any location which the public, students and staff have access and includes all district facilities and all area within 10 metres of an entrance or exit to such facilities, playgrounds, district vehicles and any other vehicle used to transport children.
- f. A member of the school staff or a designated district employee shall be present at all times.
- g. Rules governing school occupancy and boiler operation shall be followed. An acceptable written fire evacuation plan shall be in place and reviewed by all supervisory personnel prior to each sleepover, the Fire Department and district Security Monitoring Office shall be provided with the following information:
 - i. date and time of sleepover
 - ii. number of students to be accommodated
 - iii. names of supervisors in attendance
 - iv. a telephone number, other than the school phone number, where a supervisor can be contacted.

<p>References:</p> <ul style="list-style-type: none"> ● Alberta School Act, Section 45 ● Executive Limitation (EL) 2 – Safe, Healthy & Secure Environment ● Alberta Fire Code
<p>Cross References:</p> <ul style="list-style-type: none"> ● OP 101 - Smoke Free Environment ● OP 109 – Fire Safety Program ● FMCS Handbook for the Prevention and Management of Critical Incidents ● FMCSD Emergency Call List
<p>Approved by Superintendent of Schools</p> <ul style="list-style-type: none"> ● 12 December 2016 <p>Date of Last Revision</p> <ul style="list-style-type: none"> ● 12 December 2016