

## **FIRE HAZARD POLICY**

### **Background**

#### **1. General Fire Regulations**

The general fire regulations refer to all District buildings.

- 1.1 All open flames are prohibited.
- 1.2 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.
- 1.3 Stairwell, smoke and fire separation doors shall not be held open with any mechanisms other than approved magnetic hold open devices.
- 1.4 Furniture or equipment shall not be placed in any area so as to block, interfere with, or reduce corridor widths or exits.
- 1.5 Instances of faulty fire equipment or vandalism to or theft of fire extinguishers shall be immediately reported to the Maintenance Department.
- 1.6 Infractions noted in Safety Code Officers' inspection reports shall be complied with, within the time period specified.
- 1.7 Every fire extinguisher shall be clearly visible and accessible at all times.
- 1.8 Fire extinguishers within the school shall not be used for demonstration purposes.
- 1.9 All flammable, combustible, corrosive, oxidizing or organic liquids shall be properly stored in cabinets consistent with Work Place Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) regulations.
- 1.10 All gasoline and propane powered equipment and associated fuel supplies shall be stored exterior to the school building and in accordance with regulations.
- 1.11 Mechanical, boiler, crawl space and fan room doors are to be kept closed and locked at all times.
- 1.12 Mechanical, boiler, crawl space and fan rooms shall not to be used for storage.
- 1.13 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.
- 1.14 If parents choose to send alcohol based hand sanitizers to school with their children, the hand sanitizer shall be in a container of seventy-five millilitres (75mL) 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.

## 2. Display and Decorative Materials

- 2.1 All stage drapes or curtains in assembly spaces (auditoria and gymnasias) shall be flame proof, and all curtains other than fire curtains shall be at least seventy-five millimetres (75mm) off the floor or stage. This does not apply to classrooms.
- 2.2 Display and decorative materials in assembly spaces shall be flame proof.

## 3. Display of Student Prepared Combustible Artwork and Teaching Materials

- 3.1 Display tack boards are considered to form part of the permissible wall surface area for artwork display and are subject to the same restrictions.
- 3.2 Combustible artwork material shall not exceed twenty per cent of the surface of classroom or corridor walls.
- 3.3 Combustible artwork material shall not be applied or attached to classroom or corridor ceilings.
- 3.4 Three dimensional displays shall not extend more than one hundred millimetres (100mm) from walls in classrooms and corridors.
- 3.5 Combustible artwork materials in classrooms shall not be located within two metres (2m) of a classroom door.
- 3.6 Combustible artwork materials in corridors shall not be located within three metres (3m) of classroom doors.
- 3.7 Combustible corridor displays shall not exceed a length of five metres (5m). A one metre (1m) break is to be provided between corridor displays.
- 3.8 Materials shall be stored with a minimum of nine hundred millimetres (900mm) clearance between the storage unit and the ceiling. There must be four hundred and fifty millimetres (450mm) between the stored material and any sprinkler heads.

## 4. Festive Decorations

- 4.1 "Festive decorations" shall be flame resistant.
- 4.2 Harvested natural trees shall not be used for display purposes.
- 4.3 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.
- 4.4 All tree lights shall be approved by the Canadian Standards Association for their intended application. Only LED lights can be used in School Facilities.
- 4.5 Tree lights shall be turned on only when the area is supervised.

## 5. Special Events

- 5.1 Pyrotechnic displays of any kind shall be strictly prohibited.
- 5.2 Assemblies in gymnasiums shall not exceed the maximum occupancy specified. Occupancy limits for each site are available from the Maintenance Department.
- 5.3 Any scaffolding or temporary bleachers shall be set up by a qualified person and approved by the Director of Maintenance.

- 5.4 All arrangements shall adhere to aisle requirements as outlined in the Alberta Building code and outlined below.
- 5.5 Non-fixed seating shall be arranged in rows having an unobstructed passage of not less than four hundred millimetres (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.
- 5.6 Aisles shall be located so that there are no more than seven (7) chairs between every seat and the nearest aisle. Each row shall not have more than fifteen (15) chairs.
- 5.7 Dead end aisles shall not exceed six metres (6m).
- 5.8 When the occupant load exceeds two hundred (200) persons, the seats in a row shall be fastened together in units of no fewer than eight (8) seats, or, where there are seven (7) seats or fewer in a row, all seats in the row shall be fastened together.
- 5.9 Each aisle shall terminate in a cross aisle, foyer or exit.
- 5.10 The clear width of an aisle shall not be less than one hundred and twenty centimetres (1.2m).
- 5.11 The distance to an exit door by means of any aisle shall not be more than thirty meters (30m) in an area without sprinklers; forty-five metres (45m) in area that has sprinklers.

## 6. Plastic Foam Hazard

- 6.1 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

## 7. Overnight Accommodation

- 7.1 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.
- 7.2 The following conditions shall be met:
  - 7.2.1 There shall be approved emergency lights,
  - 7.2.2 Exit signs including directional exit signs shall be in place,
  - 7.2.3 Approved smoke alarms shall be installed in all sleeping areas,
  - 7.2.4 Supervision ratio shall be a minimum of one (1) adult for every fifteen (15) students at all times including sleeping hours,
  - 7.2.5 There shall be no smoking anywhere in the building,
  - 7.2.6 A member of the school staff or a designated District employee shall be present at all times.
  - 7.2.7 Rules governing school occupancy and boiler operation shall be followed.

7.2.8 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:

7.2.8.1 Date and time of sleepover;

7.2.8.2 Number of students to be accommodated;

7.2.8.3 Names of supervisors in attendance;

7.2.8.4 Telephone number, other than the school phone number, where a supervisor can be contacted.

Approval Date: June 14, 2018

Reference: Section 45 School Act  
Alberta Fire Code  
Occupation Health and Safety standards  
Transportation of Dangerous Goods (TDG) regulations  
Work Place Hazardous Materials Information System (WHMIS)