

## FIRE PREVENTION AND SAFETY RULES

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- (1) **Rules Governing Fire Prevention and Safety in Public Schools to be Observed by all Members of the School Staff**
- (a) **Exits and Passageways**
- (i) All stairways, landings and passageways must be kept free of anything that would block or narrow the exits.
  - (ii) All doorways of classrooms must be kept entirely clear and accessible. There must be a clear space at each door and all seats that interfere with free and rapid movement must be removed. Aisles and passageways must be clear at all times.
  - (iii) All fire doors must not be fastened open at any time.
  - (iv) All exit doors must be kept clear and accessible (of snow or other obstructions).
  - (v) In schools where events or other school use permits are approved for the general public, the exit doors must not be locked at any time while the audience is within the building. Immediately before any such events, the exit doors must be tested and cleared of snow or other obstruction.
- (b) **Auditoriums, Gymnasiums, and General Purpose Room**
- (i) Plans of all assembly halls will be furnished to the principal or designate showing the required layout of the seating arrangements and the necessary aisles that must be maintained.
  - (ii) Movable chairs must not be used to increase the seating capacity of auditoriums beyond that approved by the fire prevention director.
  - (iii) All scenery, drapes, decorations, and other paraphernalia used in places of assembly shall be maintained in accordance with provincial fire codes.

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(c) Storage and General Housekeeping

- (i) Doors of shops, science rooms, and any other rooms containing supplies or equipment likely to present a hazard must be locked when these rooms are not in use. Pupils should not be permitted access to such rooms unless a teacher is on duty and they have direct supervision.
- (ii) Floors, work benches, tables, and other equipment must be kept clear of accumulations of sawdust, shavings, and litter of all kinds.
- (iii) Attics and crawl spaces must not be used for the storage of furniture, books, lumber, or any other materials without a permit from the fire prevention director.
- (iv) Pupils' desks should be kept clear of wastepaper at all times.
- (v) Loose sheets of paper must not be hung on classroom doors.
- (iv) The boiler room must be kept free of combustible material and liquids at all times. The boiler room is out of bounds to students.

(d) Flammable Materials

- (i) Combustible material must not be stored under or near gas meters, electrical meters, or switchboards.
- (ii) All flammable liquids must be kept in an approved fireproof Flammable Liquid Storage Cabinet.
- (iii) In science rooms where it is necessary to ignite gases, candles, etc., it is advisable to use friction lighters instead of matches.
- (iv) Rubber hose must not be used for gas connections except on laboratory tables.
- (v) Gas mains to laboratories must be shut off when not in use.
- (vi) All members of the custodial staff must become familiar with the procedure to be followed when it is necessary to turn off gas valves outside the building.

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(e) Electrical Equipment

- (i) No electrical appliances of any kind may be attached to light sockets.
- (ii) Electric hot plates must not be placed upon a wood-top table or near combustible material, other incombustible materials, or volatile flammable materials.
- (iii) Fuses larger than 15-ampere capacity must not be used without permission from the director of maintenance.
- (iv) Heating circuits equipped with red pilot lights must be turned off when the school is unoccupied.
- (v) Kitchen appliances, including but not limited to, coffee makers, toasters, electric kettles, etc. may only be located in a facility's lunch/staffroom kitchen or common area.
- (vi) Classroom areas used as student lunchrooms may contain a microwave oven.
- (vii) Classroom areas used as family rooms may contain kitchen appliances, provided appropriate safety and operation procedures are followed.
- (viii) No portable space heaters of any kind may be used in instructional spaces.

(2) Instructions Relating to Fire Alarms and Fire Drills

To ensure the safety of pupils and staff in case of fire, three things are essential:

- fire alarm and fire escape systems in good working order, with full knowledge and proper training by the staff of how to use them;
- a defined procedure to be followed in case of fire;
- adequate drill to ensure prompt and certain action when alarm is given.

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The following regulations will govern the practice of the schools in these matters:

- (a) Fire Alarms and Fire Escapes
- (i) All members of the teaching and custodial staff must be familiar with and trained on the exact location of fire alarm stations in their respective schools and must know how to turn on an alarm in case of fire and how to proceed subsequently.
  - (ii) An auxiliary system must be provided in case the fire alarm system fails.
  - (iii) The fire alarm system must not be used for any purpose other than fire drills or alarm in case of fire. A fire alarm pull station must be used for fire drills and for testing fire alarm bells. The fire alarm system must be tested by the caretaker once a month; all units are monitored on a 24 hour a day basis.
  - (iv) The custodian must examine fire escapes and exits each morning before school assembles and see that all doors open freely and that all platforms and stairs are cleared (of ice, snow, and other obstructions).
  - (v) The principal shall, at the beginning of the school term, make provision for some other member of his staff to control fire drill in case of his/her absence and to assume all other duties of the principal in case of fire. Such person in a school must be trained with the general regulations regarding fire and the supplementary regulations for the school in which he/she is acting.
  - (vi) Special attention must be given to beginning pupils, to pupils identified as having additional needs, to pupils enrolled in visiting classes, to pupils who are designated EAL, and staff who require assistance with mobility. As required by accessibility requirements, an identified plan must be in place for pupils/staff/visitors who may require support. These plans may include ensuring staff are aware of and trained in the use of evacuation mats should their facility be equipped with them.
  - (vii) A person or persons should be designated to see that every room is emptied (including cloakrooms, washrooms, and basements.)

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(b) Procedure to be Followed in Case of Fire

- (i) Immediately after the discovery of a fire, the school alarm must be sounded. Automatic and manual fire alarms must be reported to the emergency services telephone number, 911.
- (ii) All persons, shall evacuate the building in accordance with the established fire drill procedure.
- (iii) In the event of an actual fire, the custodial staff shall assist the fire department in turning off the heating plants and associated equipment if necessary. All exhaust fans are to be left operating to assist in clearing smoke from the building. The teaching staff in the shops and laboratories shall shut off all motors, machinery, and gas valves in their charge when the fire alarm bells sound.
- (iv) If the fire is incipient or small, fire extinguishers should be used by trained staff not engaged in directing the evacuation of the building, provided this can be done without endangering the person using them or others.

(c) Fire Drills

Fire drills have as their purpose the development of system, discipline, and control in an emergency.

- (i) Drills should always come unexpectedly. The fire alarm must always be obeyed. Reasonably prompt and safe emptying of the school is important.
- (ii) In schools where any pupils or teachers remain during the noon recess, the principal must make provision for appropriate procedure in case of fire or fire alarm.
- (iii) No person may be excused from taking part in fire drills. This regulation applies to custodial staff and contractors, as well as to pupils and teachers.
- (iv) Any ringing of the fire alarm must be obeyed.
- (v) The teacher shall arrange that the classroom door is closed after the last pupil has made his/her exit.

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- (vi) On emerging from the school during fire drill, pupils are to be lined up in classes with their teachers on the school grounds at a safe distance from the building. Before the recall signal is given, each teacher shall check the class of which he/she is at time in charge to make sure that no pupil is left in the building.
  - (vii) When a fire alarm is given, any child who has left his/her classroom for any reason, whether he/she is in the school or on the playground, shall go directly to meet his/her class at the station appointed for roll call. Pupils are to be instructed concerning this regulation.
  - (viii) Instructions (i), (ii), and (iii) noted under "Fire Alarms and Fire Escapes" apply to all fire drills.
  - (ix) Fire drills at schools shall be held at least ten times in each school year and where practicable, in the opinion of the principal at least once in each month. A fire drill report (located on the HUB) is to be submitted to the WHS Officer using the appropriate form.
  - (x) Fire drills at all divisional buildings/locations, other than schools, shall be held at least two times in each school year. A fire drill report (located on the HUB) is to be submitted to the WHS Officer using the appropriate form.
  - (xi) In schools equipped with fire escapes, they are to be used in fire drills.
  - (xii) From time to time, a drill shall be conducted as if a normal exit were blocked.
- (d) Supplementary Instructions
- (i) Supplementary instructions for each school or location (after approval by the director of maintenance and the superintendent) shall be issued by the principal/supervisor to all teachers regarding conditions and duties peculiar to the school.
  - (ii) These supplementary instructions and cards showing rapid dismissal instructions shall be posted near the exit doors of all rooms used by pupils/employees for study or instruction. This includes auditoriums and gymnasiums.

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