

# Fire Safety 2024 V1

## 1. Fire Safety Training 2023

### 1.1 Fire Safety Training



#### Notes:

Fire Safety Training

## 1.2 Introduction




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Fires can be prevented by putting simple safety measures in place.

### Notes:

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Fires can be prevented by putting simple fire safety measures in place.


## 1.3 Combustible Materials


**COMBUSTIBLES**

 **Ignite easily**  
Examples include paper, cardboard, plastics, cloth, wood, etc.

Avoid excess accumulation of combustibles

Avoid hanging combustibles from the ceiling

 **Avoid decorating more than 20% of the wall surface**  
Avoid decorating exit doors



### Notes:

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.

## 1.4 Prohibitions

### PROHIBITIONS

To protect building occupants these items are prohibited.

	<b>Real Christmas Trees</b> Why? Dried out trees can go up in flames in seconds.		<b>Hay or straw</b> No bales of hay or straw
	<b>Candles</b> No burning of candles or open flames other than authorized science experiments		<b>Fireworks/Pyrotechnics</b> No handheld fireworks or pyrotechnics

### Notes:





To protect building occupants these items are prohibited:

- Real Christmas trees
- Candles or open flames other than authorized science experiments
- Bales of hay or straw
- Fireworks or pyrotechnics

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

## 1.5 Fire Separation Doors

FIRE SEPARATION DOORS

			
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

### Notes:

Fire doors are a safety measure 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 keeping doors with fire-resistant ratings closed at all times.

Fire doors can be found in hallways, stairwells, exits, mechanical rooms, service rooms etc.

These doors should not be obstructed, wedged open or altered in any way that would prevent the intended operation of the closure.

The only exception is a fire door that has a hold open device connected to the fire alarm system.

## 1.6 Recycling and Garbage

### RECYCLING & GARBAGE

Containers for garbage and recycling should not be located in means of egress (hallways, stairwells, exits)

Unless they are approved metal containers

Blue and red boxes may be placed in individual classrooms



#### Notes:

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.

## 1.7 Fire Exits and Gathering Area

**FIRE EXITS AND GATHERING AREA**

- Recognize the sound of the fire alarm
- Know your primary and secondary exits
- Know your gathering area outside the building
- Supervisors must have a system in place to account for all building occupants
- Fire route must remain clear
- Do not re-enter the building until fire department has given all clear



### Notes:

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.

## 1.8 Fire Protection Equipment

**FIRE PROTECTION EQUIPMENT**

Must be accessible at all times



Report any missing or damaged fire equipment or posters to your supervisor

### Notes:

Maintain clear access to fire protection equipment.

Report to your supervisor any missing or damaged fire protection equipment or posters.



## 1.9 Other Safety Tips

TO AVOID FIRE HAZARDS...

- Avoid unattended cooking and creation of grease laden vapours 
- Never leave a toaster unattended  
Only use approved toaster items 
- Always check the lint trap before using a dryer 
- Extension cords should be used as temporary power 

### Notes:

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

Avoid unattended cooking and creation of grease laden vapours (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.

## 1.10 Fire Drills



### Notes:

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.

## 1.11 Fire Safety Plan



### Notes:

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.

## 1.12 If you discover a fire...



### Notes:

If you discover a fire, activate the nearest fire alarm pull station.

Leave the building using your primary exit or secondary exit if primary is blocked.

Go to the gathering area on the grounds.

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.

Wait for the fire department to arrive and investigate.

Specific custodial and supervisory duties can be found in the fire safety plan.

Building occupants are not to re-enter until the fire department has given the all clear.

## **1.13 Fire Inspections**



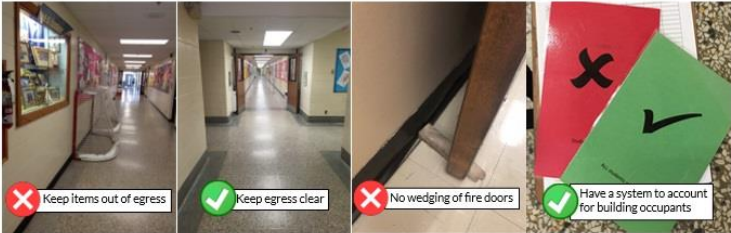
### **Notes:**


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.

## 1.14 Fire Safety Training

Fire Safety Training  
Fire is everyone's responsibility



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

Remember to complete your declaration to log your training

### Notes:

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

Remember to complete your Brightspace declaration to log your training.