

19.3 Fire Safety and No Smoking Procedure

Latest Revision: Oct 2011

1.0 Purpose

- .01 The purpose is to ensure that fire safety systems are being inspected and maintained in accordance with National Fire Protection Association (NFPA)

2.0 Inspections

- .01 The fire separation doors (magnetic doors), portable fire extinguishers, and hose cabinets shall be visually inspected by the custodian once a month to ensure that all components are proper working order. Form 3.1 – Fire Separation Doors Inspection Form, Form 3.2 - Fire Extinguisher Inspection Form and Form 3.3 - Hose Cabinet Inspection Form must be completed.
- .02 The fire extinguishers and hose cabinets shall be inspected on an annual basis by a Qualified Contractor in accordance with NFPA 10 and NFPA 1961.

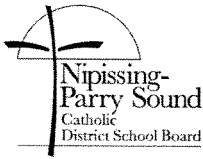
3.0 Monthly Inspection

Fire Separation Doors

- .01 The Custodian performing the fire separations door visual inspection shall ensure the following:
 - a) The closures are not blocked or wedged open.
 - b) The doors are checked as frequently as is necessary to ensure that they remain closed unless equipment is installed to close the door automatically.
 - c) The door openings and the surrounding areas are to be kept clear of anything that would be likely to obstruct or interfere with the operation of the door.
 - d) Keeping fusible links and heat or smoke activated devices undamaged and free of paint and dirt.
 - e) Inspecting door hardware and other ancillary components regularly and making necessary adjustments or repairs to ensure proper closing and latching.
 - f) Repairing or replacing inoperative parts of hold-open devices and automatic releasing devices whenever necessary.
 - g) Ensure Form 3.1 – Fire Separation Doors Inspection Form is completed.

Portable Fire Extinguishers

- .01 The Custodian performing the portable fire extinguisher visual inspection shall ensure the following:
 - a) Check nozzle for any obstructions.



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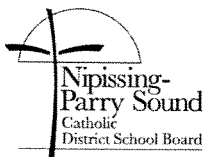
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- b) Seal or tamper indicators are in place.
 - c) Pressure gauge reading satisfactory (if applicable)
 - d) No apparent physical or mechanical damage.
 - e) Instructions for use on nameplate legible and face outward.
 - f) Ensure they are readily accessible in case of fire.
 - g) They must have an inspection tag attached, showing maintenance or recharge dates, the servicing agency and signature of person who performed service.
 - h) Extinguisher shells, cartridges, or cylinders that rupture or show leakage or permanent distortion in excess of specified limits are removed from service.
 - i) Ensure defective or after use fire extinguishers are repaired, replaced or recharged as necessary.
 - j) Ensure Form 3.2 – Fire Extinguisher Inspection Form is completed.

Hose Cabinet

- .01 The Custodian performing the hose cabinet visual inspection shall ensure the following:
 - a) Check nozzle for any obstructions.
 - b) Seal or tamper indicators are in place.
 - c) Pressure gauge reading satisfactory (if applicable)
 - d) No apparent physical or mechanical damage.
 - e) Ensure they are readily accessible in case of fire.
 - f) They must have an inspection tag attached, showing maintenance the servicing agency and signature of person who performed service.
 - g) Ensure Form 2.3 - Hose Cabinet Inspection Form is completed.

Emergency Lighting

- .01 The Custodian performing the emergency lighting visual inspection shall ensure the following:
 - a) Check the unit to ensure that it has not been tampered with.
 - b) Check lens to make sure there is no obstruction on it and clean lens as required.
 - c) Check light beam for proper alignment.



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4.0 Annual Inspections

Fire Panel, Fire Extinguishers, Hose Cabinets and Emergency Lighting

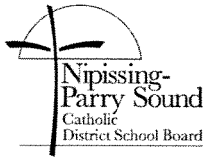
- .01 An annual inspection shall be performed by a certified and qualified contractor on the fire panel, fire extinguishers, hose cabinets and emergency lighting.
- .02 The Contractor shall follow all safety procedures and regulations stipulated by all federal, provincial and municipal regulating agencies.
- .03 The Contractor must ensure that all work is done in accordance with the latest editions of the Occupational Health and Safety Act, the Ontario Building Code and all other applicable codes, and Regulations that may apply to the work.
- .03 The Contractor shall submit an inspection report

A permanent record of the inspections and maintenance record of all inspections must be maintained for at least two years.

- .04 Fire panel, fire extinguishers, hose cabinets and emergency lighting shall be maintained in accordance with the recommendations of the manufacturers.

5.0 General

- .01 Furniture/equipment storage is not permitted in any stairway or other means of exit.
- .02 Combustible art work and teaching materials that are attached to walls shall not exceed 20% of the area of the walls.
- .03 Combustible materials shall not be suspended from ceilings.
- .04 Ensure that combustible materials (paper, rugs etc.) do not come in contact with portable electric heaters and baseboard units.
- .05 Exit doors must not be made inoperable by means of chaining or other restrictive measures.
- .06 Means of exit (including all corridors) must be maintained free of obstructions and the designed width of the exit shall not be reduced.
- .07 Fire Department access routes shall be maintained so as to be immediately ready for use at all times by Fire Department vehicles.
- .08 Fire drills shall be held three (3) times each in the fall and spring school terms. (Fire Code and Education Act) In some of these drills, it would be wise to ask students and staff to use identified alternate exits in the event they must be used in an actual emergency.
- .09 In the event of fire, regardless of size, the alarm system shall be activated and the building evacuated. A follow up telephone call shall be placed to the Fire Department to ensure that information has been received. Fire fighting by staff trained on the use of fire extinguishers should only occur (with consideration for personal safety) after the alarm system has been activated and the Fire Department notified.



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- .10 School Fire Safety Plans must be updated yearly and filed with the appropriate Fire Department.

6.0 No Smoking

- .01 There is no smoking allowed at any school function or anywhere on the school premises. This includes all school buildings, school grounds, off-site activities, all educational and other visits and all outside outings.
- .02 No smoking applies to EVERYONE involved with the school community in any way. This includes, staff, students, parents, voluntary helpers, visitors, and all outside contractors working on-site.
- .03 The Plant Department will ensure that "No Smoking" signs are posted in a conspicuous manner at each entrance to a school site as well as school entrances.
- .04 Regular check school premises to ensure that they are clear of any smoking related litter.

Form 3.5 - Fire Drill Activity School



School: _____ Year: _____

Completed By: _____ Principal Signature: _____

	Date	Completed By	Principal Signature	Comments
September to December (Fall)				
1)				
2)				
3)				
January to June (Spring)				
1)				
2)				
3)				
Comments:				