

***Principal's Guide for Fire Safety Planning  
in Schools***

**To be kept in School Administration Office**



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Prepared by Nova Scotia Department of Education

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## **1.0 ADMINISTRATION**

### **1.1 Purpose of the Principal's Guide**

The Nova Scotia Department of Education has developed a process that will permit all Nova Scotia schools to establish and maintain a standard so as to achieve compliance with the requirements of the Nova Scotia Fire Safety Act and Regulations on a consistent basis.

A document entitled, "School Fire Safety Planning for Nova Scotia Schools", dated December 8, 2003, Revised June 6, 2012 was developed by the Nova Scotia Department of Education Fire Safety Committee to provide guidelines for preparing and implementing school *fire safety plans*. A copy of the master school *fire safety plan* is available for reference at the *School Board* office.

The *Principal's Guide* contains elements for the development of a *fire safety plan* for this school, that is required in Section 2.8 of the National Fire Code of Canada 2010. This school *fire safety plan* shall be administered by the *Principal*. Italicized words are defined in the master *fire safety plan* document and *School Board* or facility staff should be consulted for clarification.

The school *fire safety plan* shall be reviewed at intervals not greater than 12 months to ensure that changes in the use and other school characteristics are accounted for.

**For the purpose of this document, the *Principal* is considered the *Principal*, administrator, or person designated by the *Principal*, *School Board* or *private landlord* and is ultimately responsible to ensure that the requirements as outlined in this guide are carried out. In the absence of the *Principal*, a designated person (i.e., vice *Principal* or a senior staff member who is familiar with the *Principal's Guide*) shall act in their place.**

### **1.2 How to use the Principal's Guide**

The school *fire safety plan* is comprised of three documents, and a records retention system, that will be kept in the school administration office for safekeeping and reference. The documents are to be made available in a series of four binders;

1. *Principal's Guide* for Fire Safety Planning in Schools
2. Fire Safety Systems Maintenance Information
3. Fire Safety Systems Maintenance Log
4. 5 Year Record of Fire Safety Systems Maintenance Logs

The *Principal's Guide* is to be used by the *Principal* to administer all of the components of the school *fire safety plan*. The *Principal* must ensure that all staff have been advised of their roles and responsibilities (Refer to Section 2.0). A copy of the appropriate sub-section of Section 2.0 should be given to school staff for their review and reference. Fire drills must also be held on a regular basis as described in Section 3.0.

## ***FIRE SAFETY PLAN – INFORMATION FOR IN-SCHOOL PERSONNEL*** **SCHOOL**

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The *Principal* must also understand the operational requirements of their school such as the acceptable posted occupant load of rooms or spaces that can accommodate more than 60 persons, such as the gymnasium, cafeteria, music room, library, stage, multi-purpose room, foyer, atria, used for school functions (Section 4.0).

The information on your school's fire safety systems and fire department required information is found in Section 5.0 of this document.

Section 6.0 provides a reference to the *facility* drawings showing important information related to safe fire evacuation.

Finally, Section 7.0 provides the *Principal* with the tools to train staff on the school's *fire safety plan* and a document for the recording of staff fire safety training.

The Fire Safety Systems Maintenance Information document details the fire safety system components that must be inspected and tested by the appropriate personnel. This document is useful to the maintenance/custodial staff who will be responsible for most of the maintenance. A maintenance schedule is provided. All records are to be kept in the Fire Safety Systems Maintenance Log and must be kept up-to-date. All records are required to be kept on site for a period of at least 5 years.



## **2.0 INFORMATION FOR IN-SCHOOL PERSONNEL**



**2.1 *PRINCIPAL, VICE- PRINCIPAL(S)***  
**OR DELEGATED PERSON IN CHARGE**



## **2.0 INFORMATION FOR IN-SCHOOL PERSONNEL**

### **2.1 *Roles and Responsibilities of School Principal, Vice-Principal(s) or Delegated Person In Charge***

#### **2.1.1 Introduction**

According to clause 3(ab) of the Nova Scotia Fire Safety Act, the “owner” includes

- (i) a person controlling land or premises or the activity on the land or premises,
- (ii) prima facie the assessed owner of land or premises whose name appears on the assessment roll prepared in accordance with the Assessment Act, and
- (iii) where land or premises are owned or leased by Her Majesty in right of the Province, prima facie the Department of Transportation and Public Works

According to section 17 of the Nova Scotia Fire Safety Act;

Unless this Act or the regulations otherwise prescribe, every owner of land or premises, or a part thereof, and every person shall take every precaution that is reasonable in the circumstances to achieve fire safety and to carry out the provisions of this Act, the regulations and the Fire Code. 2002, c. 6, s. 17.

**Note: *Principal, Vice-Principal(s) or designate shall review the Fire Safety Systems Maintenance log book and sign the “sign off” sheet provided.***

This school *fire safety plan* is to be administered and implemented by the *Principal*. During an emergency, the *Principal* has the responsibility and shall report to the chief fire official on scene.

#### **2.1.2 Delegation of Responsibilities**

The *Principal* will be responsible for selecting an appropriate group of staff persons to assist them in carrying out duties related to the school *fire safety plan*.

The *Principal* shall designate a person (i.e., Vice *Principal* or person in charge) to assume the Fire Safety program responsibilities during the *Principal's* absence.

It is intended that all staff members will be given training in the various aspects of fire safety. Fire drills will be held in accordance with the requirements in Section 3.0 Fire Drills of this document. It is important that the *Principal* and designate be trained in the basic use of the fire alarm panel.

#### **2.1.3 Summary of Responsibilities of *Principal, Vice-Principal(s) or Designate***

The school *Principal* will be responsible for the following:

1. To be the person in charge during emergencies (Section 2.1.4).
2. To designate a person to be in charge during the *Principal's* absence.

## **FIRE SAFETY PLAN – INFORMATION FOR IN-SCHOOL PERSONNEL**

### **SCHOOL**

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3. Review and update the *school fire safety plan*, including, but not limited to, exit route drawings and files on specific/unique fire safety issues at the school.
4. Provide and document (**Section 7A**) the *school fire safety plan* training for the respective individuals and departments.
5. Conduct and document fire drills in accordance with Section 3.0.
6. Ensure that appropriate occupant load signage is posted.
7. Ensure fire safety systems maintenance log book is up-to-date and complete for maintenance and testing requirements.

**Note: *Principal, Vice-Principal(s)* or designate shall review the Fire Safety Systems Maintenance log book and sign the “sign off” sheet provided.**

8. Combustible/decorative materials are not permitted in stairwells, vestibules, on doors or ceilings. Ensure combustible/decorative materials, such as student artwork, decorations and teaching aids attached to any individual wall is not greater than 20% of the wall surface (ref. sentence 29(3) of the Nova Scotia Fire Safety Regulations). As determined by the Office of the Fire Marshal, clothing is considered a combustible material. Therefore combustible/decorative materials are not permitted on walls above or below open coat racks.
9. At the start of each school year, complete the Fire Department Information Form in Appendix 7B and issue to the local fire department not later than September 30<sup>th</sup> for the current school year.
10. Consult with the *School Board* fire safety representative regarding fire safety issues.
11. Notify the Nova Scotia School Insurance Program (S.I.P.) (or the P3 Owner) by phoning pager number 902-448-2840 of all interruptions in any fire protection system. Leave message with name and phone number, name of *School Board*, name and address of the location, and the length of the interruption. Indicate what system is being shut down, i.e., fire alarm, sprinkler, etc. Once the system is back up and running, call the pager and leave a message that the system is back up and running.
12. Record and notify the *School Board* and/or the Office of the Fire Marshal of **all fires**, fire alarm activations, including incidents for which there was no fire alarm activations or response by the fire department. All incidents must be documented on the incident report form provided in Appendix 7C, and forwarded to the *School Board* within 48 hours.
13. The *Principal* or designate shall ensure the fire box/bag contains all of the items indicated in section 2.1.6.
14. Liaise with the school Joint Occupational Health and Safety Committee regarding fire safety issues, in accordance with clause 20 (3)(b) of the Nova Scotia Fire Safety Act.

**Though the *Principal* is responsible for all the items noted above, items related to fire safety systems maintenance will be carried out by maintenance personnel and designated persons under the direction of the *School Board* or P3 Owner.**

#### 2.1.4 Fire Emergency Procedures

These fire emergency procedures have been developed specifically for the *Principal* or designate. The *Principal* or designate will be required to interpret the alarm signals on the fire alarm panel and receive the fire department when they arrive and direct them to the location of the fire.

##### Upon Hearing an Alarm

- Remain calm and be alert for signs of fire.
- Ensure all building occupants have evacuated the building via the designated exits routes to the designated exterior meeting area. Ensure that all persons requiring special assistance are accounted for and inform the fire officials of their locations.
- Confirm the location of the fire from the fire alarm panel.
- Ensure that a designated person contacts 911 or 9-911.
- Ensure that teachers and other *School Board* or facility staff carry out their specific assigned duties as per the *fire emergency plan*.
- Consult with the fire department at the prearranged designated area.
- Once the fire department confirms the alarm to be over, the fire alarm system can be reset.
- Following evacuation refer to the School's Emergency Response Plan.

**Note: Occupants are to evacuate the building immediately, regardless of weather conditions,** unless an exemption has been provided by the Office of the Fire Marshal. **Persons are not permitted to retrieve coats or personal belongings,** unless authorized under the direction of the fire department.

##### Discovery of Smoke or Fire

##### **Implement the R.A.C.E. principle:**

R – Remove persons in immediate danger

- Remain calm and be alert for signs of fire.

A – Activate the fire alarm system using the nearest pull station

- Designated person contacts 911 or 9-911

C – Contain smoke and fire

- Staff are to carry out their specific assigned duties as per the fire emergency plan.
- Close all doors behind you.

E – Evacuate the building using the nearest exit

- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Evacuate to the exterior designated meeting area.
- Do not leave the meeting point until instructed to do so.

#### 2.1.5 Persons Requiring Special Assistance During an Evacuation

The *Principal* shall ensure that provisions are developed and implemented for the evacuation of persons requiring assistance. This may include consulting with family and the local fire department. Measures that must be considered for persons requiring special assistance or unique medical conditions are to provide for:

- an area of refuge
- staff resources
- transportation
- notification to fire authorities
- special evacuation procedures
- relocation

#### 2.1.6 Fire Emergency Box/Bag

A “fire emergency box/bag” will be kept in the administration office. The items to be included in this box/bag are:

1. Vest the *Principal* or designate shall wear for easy identification by the fire department.
2. A copy of the floor plan drawings as found in Section C of the Fire Safety Maintenance Information Binder.
3. A list of all persons and procedures requiring special assistance during an evacuation.
4. Flashlights.
5. Key or special device for re-setting the fire alarm pull stations.
6. Fire alarm panel key.
7. Current student enrolment list and staff list.
8. A list of hazardous materials present in the school.

During the evacuation of the building a means of communication with outside agencies is required to be provided by the *School Board*. The *Principal* shall ensure that the means of communications is operational and accessible at all times.

#### 2.1.7 Fire Safety in School *Facilities*

It is important that all *School Board* and *facility* staff are aware of the fire hazards in their work area and develop appropriate habits for good fire safety. These include but are not limited to:

1. Ensure safe storage and use of combustibles or flammable materials, liquids or gasses.
2. Ensure all exit routes are kept clear and free of obstructions.
3. Smoking on *School Board* premises is not permitted.



4. Be alert for signs of fire.
5. Ensure doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
6. Ensure appropriate use of electrical appliances/equipment.
7. Be familiar with the use and location of the school fire emergency procedures, evacuation plans and routes, pull stations, fire extinguishers, and fire blankets.
8. Ensure that combustible/decorative materials on any individual wall conforms to the 20% rule (ref. Section 4.2.1).
9. Report all fires.

**Note:** For additional information, refer to Section 4.0 Operational Requirements of this document.

#### 2.1.8 Training of Personnel

It is the *Principal's* responsibility to ensure that staff and volunteers are trained on fire safety systems, emergency and fire drill procedures, storage of combustibles, and the use of combustible/decorative materials in accordance with Section 7.0 Training of this document.

#### 2.1.9 School *Fire Safety Plan* Components Implemented by the *Principal*

The *Principal* is responsible for implementing the following components of the school *fire safety plan*.

##### 2.1.9.1 Requirements for Occupant Load

The *Principal* shall ensure that the appropriate occupant loads are posted.

Rooms or floor areas with an occupant load over 60 people, including but not limited to gymnasiums, cafeterias, and theatres are required to have occupant loads posted. Occupant loads are calculated by the *School Board* and approved by the *Authority Having Jurisdiction*. At the minimum the occupant load for the most common use of the room or floor area must be posted.

When a temporary modification of an assembly area will change the occupant load from the common use of the room or floor area, depending on the function taking place, some examples include but are not limited to dances, graduation ceremonies, concerts, as well as a variety of other possibilities. The adjusted occupant loads will need to be changed and posted for the duration of the event.

#### **Chair Ganging**

School Boards are responsible to determine how chair ganging will be accomplished for each school.

Where the ganging of chairs may impede the ability of the chair user from carrying out an activity while seated, a variance for the ganging of chairs for the activity of that event may be sought from the Authority Having Jurisdiction.

**Note: It is recommended that the *School Board* fire safety representative be contacted for assistance or further information.**

#### **2.1.9.2 Requirements for the use of Combustible Wall Materials**

Combustible/decorative materials are not permitted in stairwells, vestibules, on doors or ceilings.

Ensure combustible/decorative materials, such as student artwork, decorations and teaching aids attached to any individual wall is not greater than 20% of the wall surface (ref. sentence 29(3) of the Nova Scotia Fire Safety Regulations).

As determined by the Office of the Fire Marshal, clothing is considered a combustible material. Therefore combustible/decorative materials are not permitted on walls above or below open coat racks.

With the approval of the *School Board* it may be permissible to paint decorative images on walls and/or ceilings with water based paint, and shall not be considered as part of the 20%.

#### **2.1.9.3 Requirements for the Storage of Flammable and Combustible Liquids**

Flammable and combustible liquids shall be stored in closed containers, cabinets or rooms that are approved for such purposes.

**For the Specified quantities and further details regarding the safe storage of flammable and combustible liquids, consult with the *School Board* fire safety representative.**

#### **2.1.9.4 Requirements for the Use of Flammable and Combustible Gases**

The *Principal* shall ensure that where flammable and combustible gasses are used for educational purposes, proper security procedures (i.e., lockable gas valves in labs) are implemented and adhered to. This is to prevent unauthorized use of flammable and combustible gasses.

**For further assistance consult with the *School Board* fire safety representative.**

**The *Principal* shall be responsible to delegate responsibilities of the school *fire safety plan* to the appropriate personnel.**

#### **2.1.9.5 Requests for Overnight Sleeping Accommodations**

Where school premises are proposed to be used for overnight sleeping accommodations, the *Principal* is responsible to ensure that the required information found in the Office of the Fire Marshal Overnight Sleeping Accommodations Guidelines, is completed and submitted to the *School Board* for review at least 15 working days prior to the event. The *School Board*, unless otherwise directed, will forward the request to the Office of the Fire Marshal for approval.

A copy of the Office of the Fire Marshal’s “Use of Schools for Sleeping Accommodation” guidelines and submission letter is locate in Appendix 7D.

**For further assistance consult with the *School Board* fire safety representative.**

#### **2.1.10 Fire Safety Systems and Maintenance**

The Fire Safety Systems Maintenance Information binder contains a general overview of the function and operation of the fire safety systems that have been designed and installed in your *facility* to provide protection for you and all occupants against the threat of fires. Reduced floor plan drawings and a site plan drawing indicating the location of important fire safety features can be found in the Fire Safety Systems Maintenance Information binder.

**Procedures for implementation of specific fire safety requirements are detailed in Section 4.0 Operational Requirements, sub-sections 4.2 and 4.3 of this document.**

#### **2.1.11 Fire Department Interface**

Section 5.0 addresses requirements for interfacing with fire department.

#### **2.1.12 Fire Extinguisher Usage**

The *School Board* shall provide clarification to staff regarding the use of portable fire extinguishers. The *Principal* is responsible to ensure that staff are aware of the *School Board*’s directive.



## **2.2 MAINTENANCE/CUSTODIAL STAFF**



## **2.2 Maintenance/Custodial Staff**

### **2.2.1 Introduction**

This school *fire safety plan* is to be administered and implemented by the *Principal*. This section has been designed specifically for maintenance and custodial staff.

It is intended that all staff members will be given training in the various aspects of fire safety and fire drills will be in accordance with the requirements in Section 3.0 Fire Drills.

### **2.2.2 Responsibilities of Maintenance Staff**

*Maintenance/Custodial staff* and/or designated personnel are required to inspect, test, and maintain the fire safety systems as per the requirements detailed in the Fire Safety Systems Maintenance Information binder.

All inspections, tests, and maintenance are to be recorded in the Fire Safety Systems Maintenance log. The custodian shall review the logs periodically with the *Principal* to ensure they are up-to-date and that deficiencies are documented and followed up on in a reasonable timeframe.

The Fire Safety Systems Maintenance Information binder will remain in the Administration office for safe keeping and reference.

### **2.2.3 Fire Emergency Procedures**

In the case of fire or an alarm, knowing the following procedures and what to do is extremely important in order that every fire emergency is dealt with safely and efficiently. The individual school *fire safety plan* may authorize the *Principal* or delegate to assign additional responsibilities to specific staff.

#### Discovery of Smoke, Fire or Upon Hearing an Alarm

##### **Implement the R.A.C.E. principle:**

R – Remove persons in immediate danger

- Remain calm and be alert for signs of fire.

A – Activate the fire alarm system using the nearest pull station

C – Contain smoke and fire

- Staff are to carry out their specific assigned duties as per the fire emergency plan.
- Close all doors behind you.

E – Evacuate the building using the nearest exit

- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Evacuate to the exterior designated meeting area.
- Do not leave the meeting point until instructed to do so.

**Note: Occupants are to evacuate the building immediately, regardless of weather conditions,** unless an exemption has been provided by the Office of the Fire Marshal. **Persons are not permitted to retrieve coats or personal belongings,** unless authorized under the direction of the fire department. Following evacuation refer to the School's Emergency Response Plan.

**Be prepared to advise the *Principal* or designate, or the fire department of any related information regarding the fire.**

#### 2.2.4 Fire Safety in School *Facilities*

It is important that all *School Board* and *facility* staff are aware of the fire hazards in their work area and develop appropriate habits for good fire safety. These include but are not limited to:

1. Ensure safe storage and use of combustibles or flammable materials, liquids or gasses.
2. Ensure all exit routes are clear and free of obstructions.
3. Smoking on *School Board* premises is not permitted.
4. Be alert for signs of fire.
5. Ensure doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
6. Ensure appropriate use of electrical appliances/equipment.
7. Be familiar with the use and location of the school fire emergency procedures, evacuation plans and evacuation routes, pull stations, fire extinguishers, and fire blankets.
8. Ensure that combustible/decorative materials on any individual wall conforms to the 20% rule (ref. Section 4.2.1).
9. Report all fires.

**Note: For additional information, refer to Section 4.0 Operational Requirements of this document.**

#### 2.2.5 School *Fire Safety Plan* Components Operated by *Facility* Maintenance

Maintenance and/or custodial staff for a *facility* may be responsible for the following components of the school *fire safety plan*.



### **2.2.5.1 Fire Extinguisher Types, Placement, and Maintenance Staff**

*Maintenance/custodial staff* may be required to inspect and maintain fire extinguishers according to the requirements outlined in the Fire Safety Systems Maintenance Information binder. *Maintenance/custodial staff may be required to record* inspection and maintenance information in the Fire Safety Systems Maintenance Log.

**For additional information on these requirements, refer to Section 4.0 Operational Requirements, sub-section 4.3.1 of this document.**

### **2.2.5.2 Storage of Combustible Materials**

Sentence 2.4.1.1.(2) of the National Fire Code of Canada 2010 states, “Combustible materials, other than those for which the location, room, or space is designed, shall not be permitted to accumulate in any part of an elevator shaft, ventilation shaft, means of egress, service room, or service space”.

Sub-Section 3.3.3 of the National Fire Code requires that outbuildings and refuse/garbage bins are maintained a minimum distance of 6 m from a building on the same property. Where it is impractical or unnecessary due to specific configurations, the Office of the Fire Marshal shall be consulted on an individual basis.

Ensuring that flammable and combustible liquids as well as compressed flammable gases are stored safely is very important in ensuring fire safety within the *facility*.

**For additional information on these requirements, refer to Section 4.0 Operational Requirements, sub-sections 4.2.2 and 4.2.3 of this document.**

### **2.2.5.3 Fire Watch**

A Fire Watch is a procedure that may be put into place whenever there is a disruption in any fire safety system, such as the sprinkler system. The first step for the maintenance/custodial staff is to follow the *School Board's* procedure for Fire Safety System disruptions.

As a minimum, a Fire Watch will consist of (but not limited to) a responsible individual who will carry a communication device and check all areas of the *facility* at least once per hour until the problem is corrected. A record is to be kept of each round of inspections (an hourly log).

### **2.2.5.4 Procedures During Fire Protection System Shut Down or Repairs**

Should a component of the fire safety system become inoperative (such as breakdown or maintenance), alternate measures must be taken to ensure fire safety. Maintenance/custodial staff shall follow the *School Board's* procedures for Fire Safety System disruptions.

#### **2.2.5.5 Requirements for the Storage of Flammable and Combustible Liquids**

Flammable and combustible liquids shall be stored in closed containers, cabinets or rooms that are approved for such purposes.

**For the Specified quantities and further details regarding the safe storage of flammable and combustible liquids, consult with the *School Board* fire safety representative.**

#### **2.2.5.6 Requirements for the Use of Flammable and Combustible Gases**

Maintenance/custodial staff shall assist the *Principal* in implementing proper security measures where flammable and combustible gasses are used in the *facility*. Maintenance/custodial staff shall report to the *Principal* upon discovery of improper security procedures.

**For further assistance consult with the *School Board* fire safety representative.**

### **2.2.6 Fire Safety Systems and Maintenance**

The Fire Safety Systems Maintenance Information binder contains details related to the function and operation of the fire safety systems specific for each school *facility*. This includes reduced floor plan drawings and a site plan drawing indicating the location of important fire safety features can be found in the Fire Safety Systems Maintenance Information binder.

*Custodial/Maintenance staff* are required to inspect, test, and maintain the fire safety systems as outlined in the Fire Safety Systems Maintenance log. Personnel are also responsible for maintaining fire extinguishers, as well as safe storage of combustible materials, combustible and flammable liquids, and flammable compressed gases. *Maintenance staff* will also be required to follow proper procedures when fire safety systems are shut down. The proper procedures for these items are identified in greater detail in Section 4.0 Operational Requirements, of this document.

### **2.2.7 Fire Extinguisher Usage**

The *School Board* shall provide clarification to staff regarding the use of portable fire extinguishers. The *Principal* is responsible to ensure that staff are aware of the *School Board's* directive.

## **2.3 INFORMATION TECHNOLOGY (IT) STAFF**



## **2.3 Information Technology (IT) Staff**

### **2.3.1 Introduction**

This school *fire safety plan* is to be administered and implemented by the *Principal*. This section has been designed specifically for information technology (IT) staff.

It is intended that all staff members will be given training in the various aspects of fire safety and fire drills will be in accordance with the requirements in Section 3.0 Fire Drills.

### **2.3.2 Responsibilities of Information Technology Staff**

Information Technology personnel are responsible to ensure the safe installation, operation and maintenance of IT equipment and components for *School Board* properties and *facilities*.

IT equipment or components may include but is not limited to computers, servers, server racking systems, uninterruptible power supplies, communication/networking equipment, individual cables, cable raceways, cable trays, and cable conduits.

### **2.3.3 Fire Emergency Procedures**

In the case of fire or an alarm, knowing the following procedures and what to do is extremely important in order that every fire emergency is dealt with safely and efficiently. The individual school *fire safety plan* may authorize the *Principal* or delegate to assign additional responsibilities to specific staff.

#### Discovery of Smoke, Fire or Upon Hearing an Alarm

#### **Implement the R.A.C.E. principle:**

R – Remove persons in immediate danger

- Remain calm and be alert for signs of fire.

A – Activate the fire alarm system using the nearest pull station

C – Contain smoke and fire

- Staff are to carry out their specific assigned duties as per the fire emergency plan.
- Close all doors behind you.

E – Evacuate the building using the nearest exit

- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Evacuate to the exterior designated meeting area.
- Do not leave the meeting point until instructed to do so.

**Note:** Occupants are to evacuate the building immediately, regardless of weather conditions, unless an exemption has been provided by the Office of the Fire Marshal. Persons are not permitted to retrieve coats or personal belongings, unless authorized under the direction of the fire department. Following evacuation refer to the School's Emergency Response Plan.

**Be prepared to advise the *Principal* or designate, or the fire department of any related information regarding the fire.**

#### 2.3.4 Fire Safety in School *Facilities*

It is important that all *School Board* and *facility* staff are aware of the fire hazards in their work area and develop appropriate habits for good fire safety. These include but are not limited to:

1. Ensure safe storage and use of combustibles or flammable materials, liquids or gasses.
2. Ensure all exit routes are clear and free of obstructions.
3. Smoking on *School Board* premises is not permitted.
4. Be alert for signs of fire.
5. Ensure doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
6. Ensure appropriate use of electrical appliances/equipment.
7. Be familiar with the use and location of the school fire emergency procedures, evacuation plans and evacuation routes, pull stations, fire extinguishers, and fire blankets.
8. Ensure that combustible/decorative materials on any individual wall conforms to the 20% rule (ref. Section 4.2.1).
9. Report all fires.

**Note:** For additional information, refer to Section 4.0 Operational Requirements of this document.

#### 2.3.5 School *Fire Safety Plan* Guidelines for Information Technology Personnel

##### 2.3.5.1 Information Technology Guidelines to Maintain Fire/Smoke Separations

Personnel shall confirm the location of fire and smoke separations within the work area prior to installing or removing IT equipment or components through penetrations in *School Board* properties and *facilities*. This shall include but is not limited to penetrations through walls, floors and ceilings. Upon completion of installing new, removing, or relocating cabling components, the proper repair of any effected fire and smoke separations shall be completed.

### **2.3.5.2 Other Information Technology Guidelines**

1. IT equipment or components should not be attached in any manor to sprinkler system components, piping, sprinkler heads or equipment (reference NFPA 13, article 9.1.1.7).
2. IT racking, equipment or components shall be installed in accordance with the obstruction rules of NFPA 13, such that they do not cause obstructions to the fire sprinkler system water spray pattern. As a general rule IT racking, equipment or components may be installed a minimum of 460mm (18 inches) below the sprinkler deflectors.
3. IT server rooms shall not be used for general storage.
4. Extension cords shall not be used to supply power to IT equipment in dedicated IT equipment rooms or server rooms.
5. Extension cords are not permitted for use with IT equipment except for when the IT equipment is in use on a temporary basis.
6. Power bars may be used so long as they are not overloaded and not plugged into another power bar or an extension cord. Power bars shall not be used for other electrical devices.

**For further assistance consult with the *School Board* fire safety representative.**

### **2.3.6 Fire Safety Systems and Maintenance**

The Fire Safety Systems Maintenance Information binder contains a general overview of the function and operation of the fire safety systems that have been designed and installed in your *facility* to provide protection for you and all occupants against the threat of fires. Reduced floor plan drawings and a site plan drawing indicating the location of important fire safety features can be found in the Fire Safety Systems Maintenance Information binder.

### **2.3.7 Fire Extinguisher Usage**

The *School Board* shall provide clarification to staff regarding the use of portable fire extinguishers. The *Principal* is responsible to ensure that staff are aware of the *School Board's* directive.





**2.4 TEACHERS, SUPPLY TEACHERS, TEACHER'S  
AIDES/EDUCATIONAL ASSISTANTS, LIBRARIANS, COMMUNITY  
LIASON OFFICER, AND ITINERANTS (ANY PERSONS ACCESSING  
THE *FACILITY* ON A REGULAR PART-TIME BASIS)**



## **2.4 Teachers, Supply Teachers, Teacher's Aides/Educational Assistants, Librarians, Community Liaison Officer, and Itinerants (Any Persons Accessing the Facility on a Regular Part-time Basis)**

### **2.4.1 Introduction**

This school *fire safety plan* is to be administered and implemented by the *Principal*. This section has been designed specifically for teachers, supply teachers, and teacher's aides/educational assistants.

It is intended that all staff members will be given training in the various aspects of fire safety and fire drills will be in accordance with the requirements in Section 3.0 Fire Drills, to practice the emergency procedures described in this document.

If there is anything you are unsure of, do not hesitate to contact your supervisor or the *Principal*.

### **2.4.2 Fire Emergency Procedures**

In the case of fire or an alarm, knowing the following procedures and what to do is extremely important in order that every fire emergency is dealt with safely and efficiently. The individual school *fire safety plan* may authorize the *Principal* or delegate to assign additional responsibilities to specific staff.

#### Discovery of Smoke, Fire or Upon Hearing an Alarm

##### **Implement the R.A.C.E. principle:**

R – Remove persons in immediate danger

- Remain calm and be alert for signs of fire.

A – Activate the fire alarm system using the nearest pull station

C – Contain smoke and fire

- Staff are to carry out their specific assigned duties as per the fire emergency plan.
- Close all doors behind you.

E – Evacuate the building using the nearest exit

- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Evacuate to the exterior designated meeting area.
- Do not leave the meeting point until instructed to do so.

**Note: Occupants are to evacuate the building immediately, regardless of weather conditions,** unless an exemption has been provided by the Office of the Fire Marshal. **Persons are not permitted to retrieve coats or personal belongings,** unless authorized under the direction of the fire department. Following evacuation refer to the School's Emergency Response Plan.

**Be prepared to advise the *Principal* or designate, or the fire department of any related information regarding the fire.**

#### 2.4.3 Fire Safety in School *Facilities*

It is important that all *School Board* and *facility* staff are aware of the fire hazards in their work area and develop appropriate habits for good fire safety. These include but are not limited to:

1. Ensure safe storage and use of combustibles or flammable materials, liquids or gasses.
2. Ensure all exit routes are clear and free of obstructions.
3. Smoking on *School Board* premises is not permitted.
4. Be alert for signs of fire.
5. Ensure doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
6. Ensure appropriate use of electrical appliances/equipment
7. Be familiar with the use and location of evacuation plans and evacuation routes, pull stations, fire extinguishers, and fire blankets.
8. Ensure that combustible/decorative materials on any individual wall conforms to the 20% rule (ref. Section 4.2.1).
9. Report all fires.

**For additional information, refer to Section 4.0 Operational Requirements in this document.**

#### 2.4.4 Fire Safety Systems and Maintenance

The Fire Safety Systems Maintenance Information binder contains a general overview of the function and operation of the fire safety systems that have been designed and installed in your *facility* to provide protection for you and all occupants against the threat of fires. Reduced floor plan drawings and a site plan drawing indicating the location of important fire safety features can be found in the Fire Safety Systems Maintenance Information binder.

#### 2.4.5 Fire Extinguisher Usage

The *School Board* shall provide clarification to staff regarding the use of portable fire extinguishers. The *Principal* is responsible to ensure that staff are aware of the *School Board's* directive.

## **2.5 DAYCARE and SCHOOL AGE PROGRAM STAFF**



## **2.5 Daycare and School Age Program Staff**

### **2.5.1 Introduction**

This school *fire safety plan* is to be administered and implemented by the *Principal* or *facility* administrator. This section has been designed specifically for daycare staff.

It is intended that all staff members will be given training in the various aspects of fire safety and fire drills will be in accordance with the requirements in Section 3.0 Fire Drills, to practice the emergency procedures described in this document.

If there is anything you are unsure of, do not hesitate to contact your supervisor, the *Principal*, or *facility* administrator.

Where daycares or school age programs (before and after school programs not provided by the *School Board*) are part of a school, the following requirements are to be implemented by the school *Principal* in coordination with the daycare staff. These requirements are in accordance with Section 2.10 Daycare Centres of the National Fire Code of Canada, 2010.

#### **2.5.1.1 Supervision of Children**

The following requirements are applicable to the NFC and, more stringent requirements may be included in the licensing regulations for this *facility*. The licensing regulations should be consulted.

1. For every ten children two years of age and older, one staff member is needed and where children under the age of two years are cared for, one **additional** staff member is required for every five such children.
2. Where handicapped children are being cared for, sufficient staff shall be present to escort the children to safety during the period they are in the school.

The Nova Scotia Office of the Fire Marshal does not permit the care of children under the age of 18 months in daycares located in buildings that do not have automatic sprinkler protection.

#### **2.5.1.2 Fire Prevention Inspections**

Where ten or more children are cared for, daycare staff members will conduct fire prevention inspections in conformance with the school *fire safety plan* at intervals not greater than one month. These inspections will include all items of Section 2.5.3 Fire Safety in Schools in this document.

### **2.5.1.3 Fire Drills**

The National Fire Code of Canada, 2010 requires that daycares conduct fire drills on a monthly basis. For *School Board* properties and *facilities* with daycare centres, fire drills shall be conducted during every month of operation. Six drills can be part of the school fire drill, the remaining fire drills can be “silent” drills and must demonstrate readiness. Silent drills are fire drills that are carried out as per the normal procedures, except that an alarm is not sounded throughout the *facility*.

The options for “silent” drills shall be determined in discussions with the Office of the Fire Marshal. Daycare fire drills are to be recorded in the Fire Safety Systems Maintenance Log located in the administration office.

If problems occur in any drill, a subsequent drill should be conducted shortly after. It is important that all fire drills are successful.

All fire drills are to be coordinated with the *Principal* or the *facility* administrator. Detailed information on fire drills can be found in Section 3.0 Fire Drills in this document.

### **2.5.2 Fire Emergency Procedures**

In the case of fire or an alarm, knowing the following procedures and what to do is extremely important in order that every fire emergency is dealt with safely and efficiently. The individual school *fire safety plan* may authorize the *Principal* or delegate to assign additional responsibilities to specific staff.

#### Discovery of Smoke, Fire or Upon Hearing an Alarm

#### **Implement the R.A.C.E. principle:**

R – Remove persons in immediate danger

- Remain calm and be alert for signs of fire.

A – Activate the fire alarm system using the nearest pull station

C – Contain smoke and fire

- Staff are to carry out their specific assigned duties as per the fire emergency plan.
- Close all doors behind you.

E – Evacuate the building using the nearest exit

- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Evacuate to the exterior designated meeting area.
- Do not leave the meeting point until instructed to do so.



**Note: Occupants are to evacuate the building immediately, regardless of weather conditions,** unless an exemption has been provided by the Office of the Fire Marshal. **Persons are not permitted to retrieve coats or personal belongings,** unless authorized under the direction of the fire department. Following evacuation refer to the School's Emergency Response Plan.

**Be prepared to advise the *Principal* or designate, or the fire department of any related information regarding the fire.**

### 2.5.3 Fire Safety in School *Facilities*

It is important that all *School Board* and *facility* staff are aware of the fire hazards in their work area and develop appropriate habits for good fire safety. These include but are not limited to:

It is important that all daycare and *facility* staff are aware of the fire hazards in their department and develop appropriate habits for good fire safety. These include but are not limited to:

1. Ensure safe storage and use of combustibles or flammable materials, liquids or gasses.
2. Ensure all exit routes are clear and free of obstructions.
3. Smoking on *School Board* premises is not permitted.
4. Be alert for signs of fire.
5. Ensure doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
6. Ensure appropriate use of electrical appliances.
7. Be familiar with the use and location of evacuation plans and evacuation routes, pull stations, fire extinguishers, fire blankets, fire.
8. Ensure that combustible/decorative materials on any individual wall conforms to the 20% rule (ref. Section 4.2.1).
9. Report all fires.

**For additional information, refer to Section 4.0 Operational Requirements of this document.**

### 2.5.4 Fire Safety Systems and Maintenance

The Fire Safety Systems Maintenance Information binder contains a general overview of the function and operation of the fire safety systems that have been designed and installed in your *facility* to provide protection for you and all occupants against the threat of fires. Reduced floor plan drawings and a site plan drawing indicating the location of important fire safety features can be found in the Fire Safety Systems Maintenance Information binder.

### 2.5.5 Fire Extinguisher Usage

The *School Board* shall provide clarification to staff regarding the use of portable fire extinguishers. The *Principal* is responsible to ensure that staff are aware of the *School Board's* directive.

## **2.6 CAFETERIA STAFF**



## **2.6 Cafeteria Staff**

### **2.6.1 Introduction**

This school *fire safety plan* is to be administered and implemented by the *Principal*. This section has been designed specifically for cafeteria staff.

It is intended that all staff members will be given training in the various aspects of fire safety and fire drills will be in accordance with the requirements in Section 3.0 Fire Drills, to practice the emergency procedures described in this document.

If there is anything you are unsure of, do not hesitate to contact your supervisor or the *Principal*.

### **2.6.2 Fire Emergency Procedures**

Knowing what to do in case of a fire or a fire alarm is extremely important in order that every fire emergency is dealt with safely and efficiently. These fire emergency procedures have been developed specifically for teachers, supply teachers, teacher's aides, and daycare staff.

#### Discovery of Smoke or Fire within the Cafeteria in the Area of the Kitchen Exhaust Hood System

- Immediately activate the kitchen hood fire extinguishing system, if it fails to operate automatically.
- Shut off all fuel supplies to cooking equipment.
- To use a fire extinguisher (Type K), remember the acronym PASS. You simply pull, aim, squeeze, and sweep.
  - **Pull** the pin between the two handles.
  - **Aim** the nozzle at the base of the fire, since the pressure of spraying directly into the fire may spread the burning material.
  - **Squeeze** the handles together.
  - **Sweep** the extinguisher from side to side. Evenly coat the entire area of the fire. Keep applying the fire extinguishing agent even after the flames are put out. Stay near the extinguished fire, if possible, until the fire department arrives.

#### **Only consider attempting to extinguish a small fire with a fire extinguisher if:**

- **You are confident it is safe to do so, and**
- **The fire is not between you and your only exit.**
- Follow R.A.C.E.

## ***FIRE SAFETY PLAN – INFORMATION FOR IN-SCHOOL PERSONNEL*** **SCHOOL**

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### Discovery of Smoke, Fire or Upon Hearing an Alarm

#### **Implement the R.A.C.E. principle:**

R – Remove persons in immediate danger

- Remain calm and be alert for signs of fire.

A – Activate the fire alarm system using the nearest pull station

C – Contain smoke and fire

- Staff are to carry out their specific assigned duties as per the fire emergency plan.
- Close all doors behind you.

E – Evacuate the building using the nearest exit

- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Evacuate to the exterior designated meeting area.
- Do not leave the meeting point until instructed to do so.

**Note:** **Occupants are to evacuate the building immediately, regardless of weather conditions,** unless an exemption has been provided by the Office of the Fire Marshal. **Persons are not permitted to retrieve coats or personal belongings,** unless authorized under the direction of the fire department. Following evacuation refer to the School's Emergency Response Plan.

**Be prepared to advise the *Principal* or designate, or the fire department of any related information regarding the fire.**

### 2.6.3 Fire Safety in School *Facilities*

It is important that all *School Board* and *facility* staff are aware of the fire hazards in their work area and develop appropriate habits for good fire safety. These include but are not limited to:

1. Ensure safe storage and use of combustibles or flammable materials, liquids or gasses.
2. Ensure all exit routes are clear and free of obstructions.
3. Smoking on *School Board* premises is not permitted.
4. Be alert for signs of fire.
5. Ensure doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
6. Ensure appropriate use of electrical appliances/equipment
7. Be familiar with the use and location of evacuation plans and evacuation routes, pull stations, fire extinguishers, and fire blankets.
8. Ensure that combustible/decorative materials on any individual wall conforms to the 20% rule (ref. Section 4.2.1).
9. Report all fires.

**For additional information, refer to Section 4.0 Operational Requirements in this document.**

### 2.6.4 Fire Safety Systems and Maintenance

The Fire Safety Systems Maintenance Information binder contains a general overview of the function and operation of the fire safety systems that have been designed and installed in your *facility* to provide protection for you and all occupants against the threat of fires. Reduced floor plan drawings and a site plan drawing indicating the location of important fire safety features can be found in the Fire Safety Systems Maintenance Information binder.

### 2.6.5 Fire Extinguisher Usage

The *School Board* shall provide clarification to staff regarding the use of portable fire extinguishers. The *Principal* is responsible to ensure that staff are aware of the *School Board's* directive.





## **2.7 AFTER HOURS USE OF *FACILITY***



## **2.7 After Hours Use of Facility**

### **2.7.1 Introduction**

This school *fire safety plan* is to be administered and implemented by the *Principal*. This section has been designed specifically for after hours use. All after hours activities shall have a person who will be designated in charge of fire safety. This person will be familiar with the fire safety requirements for the *facility*. This person will coordinate with the *facility* administrator or *Principal* to ensure that they are fully aware of the fire safety requirements for the *facility*.

It is intended that all staff members will be given training in the various aspects of fire safety. After hours use and sleepover forms are to be completed and issued.

If there is anything you are unsure of, do not hesitate to contact your supervisor or the *Principal*.

### **2.7.2 Fire Emergency Procedures**

Knowing what to do in case of a fire or a fire alarm is extremely important in order that every fire emergency is dealt with safely and efficiently. These fire emergency procedures have been developed specifically for after hours use.

#### Discovery of Smoke, Fire or Upon Hearing an Alarm

##### **Implement the R.A.C.E. principle:**

R – Remove persons in immediate danger

- Remain calm and be alert for signs of fire.

A – Activate the fire alarm system using the nearest pull station

- Designated person contacts 911 or 9-911

C – Contain smoke and fire

- Staff are to carry out their specific assigned duties as per the fire emergency plan.
- Close all doors behind you.

E – Evacuate the building using the nearest exit

- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Evacuate to the exterior designated meeting area.
- Conduct a roll call.
- Do not leave the meeting point until instructed to do so.

**Note: Occupants are to evacuate the building immediately, regardless of weather conditions,** unless an exemption has been provided by the Office of the Fire Marshal. **Persons are not permitted to retrieve coats or personal belongings,** unless authorized under the direction of the fire department. Following evacuation refer to the School's Emergency Response Plan.

**Be prepared to advise the fire department of any related information regarding the fire.**

### 2.7.3 Fire Safety in School *Facilities*

It is important that all *School Board* and *facility* staff are aware of the fire hazards in their work area and develop appropriate habits for good fire safety. These include but are not limited to:

1. Ensure safe storage and use of combustibles or flammable materials, liquids or gasses.
2. Ensure all exit routes are clear and free of obstructions.
3. Smoking on *School Board* premises is not permitted.
4. Be alert for signs of fire.
5. Ensure doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
6. Ensure appropriate use of electrical appliances/equipment
7. Be familiar with the use and location of evacuation plans and evacuation routes, pull stations, fire extinguishers, and fire blankets.
8. Ensure that combustible/decorative materials on any individual wall conforms to the 20% rule (ref. Section 4.2.1).
9. Report all fires.

**For additional information, refer to Section 4.0 Operational Requirements in this document.**

### 2.7.4 Fire Extinguisher Usage

The *School Board* shall provide clarification to after hours use staff on the use of portable fire extinguishers. The *Principal* is responsible to ensure that after hours use staff are aware of the *School Board's* directive.

### **3.0 FIRE DRILLS**



## **3.0 FIRE DRILLS**

### **3.1 Requirements**

The National Fire Code of Canada 2010 requires that fire drills in schools attended by children are to be held at least three times during each of the fall and spring school terms. Full evacuation fire drills are to be completed six times per year. The first fire drill shall be held within the first week of the fall term, followed by two more drills evenly distributed between this time and the end of the fall term. The same sequence shall occur following the start of the winter (spring) term.

If problems occur in any drill, a subsequent drill should be conducted shortly after. It is important that there are six successful fire drills.

For school properties and *facilities* with daycare centres, fire drills shall be conducted during every month of operation. Six fire drills can be part of the school fire drill, the remaining fire drills can be “silent” drills and must demonstrate readiness. Silent drills are fire drills that are carried out as per the normal procedures, except that an alarm is not sounded throughout the *facility*. The options for “silent” drills shall be determined in discussions with the Office of the Fire Marshal. Daycare fire drills are to be recorded in the Fire Safety Systems Maintenance log located in the administration office.

A fire escape plan shall be posted in conspicuous locations, in all classrooms, and assembly areas near the corridor door(s) in such a manner that the fire escape plan is properly oriented and shall be readily viewed by the occupants. These plans shall identify escape routes out of the *facility*, the locations of refuge areas within a *facility*, as well as the locations of safe areas to assemble.

**For further assistance consult with the *School Board* fire safety representative.**

### **3.2 Procedures**

- It is important that the fire alarm monitoring company be contacted in advance to avoid fire department response.
- The *Principal* or their designate is required to conduct full evacuation drills by initiating a fire alarm. This is accomplished by using manual fire alarm pull stations. A different pull station shall be used and documented for each drill.
- The *Principal* or their designate shall collect the fire box/bag and proceed to the designated meeting location.
- *School* staff shall instruct all students and people in the area to exit the building. A sweep of their area should be conducted.

## **FIRE SAFETY PLAN – FIRE DRILLS**

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### **SCHOOL**

- Persons requiring special assistance that impact their evacuation will be moved to pre-assigned safe refuge areas. Someone will be assigned to stay with this person(s).

The purpose of fire drills is to monitor the efficiency of the response and to identify any issues that require improvements.

A record is to be kept for each drill, indicating date, time, and time to evacuate. The type of fire drill shall be indicated in the fire drill record indicating if the drill was for the school (and daycare if applicable) or for the daycare. A sample fire drill record is included at the end of this section. All fire drills are to be recorded in the maintenance log. Fire drill records shall be made available for review by the fire department and/or Deputy Fire Marshal.

The recorded time to evacuate will be identified as “the time when all building occupants have been accounted for”, utilizing a final sweep of building by a responsible person and reported to the *Principal* or designate. The purpose is to compare exit times of fire drills for the individual schools. Persons located in the Areas of Refuge are considered to have been accounted for following the final sweep of the school, provided their location is provided to the *Principal* or designate

An assessment of each drill shall be made to determine the success of the drill and possible improvement.

The *Principal* or their designate shall carry the information that would be necessary in a fire emergency situation

Once the drill is complete the fire alarm manual pull station shall be reset and the fire alarm control panel acknowledged and reset.

**Note: Sounding of this alarm after the drill has been completed is not permitted to be used as a means for notifying occupants that they can re-enter the *facility*.**

Following the fire drill, all staff, as well as the central station monitoring company (if applicable) shall be informed that the fire drill is over. Confirm that the alarm signal has been received by the central station monitoring company.



### 3.2.1 Persons Requiring Special Assistance During an Evacuation

Procedures for ensuring the safety of persons requiring special assistance during a fire drill or emergency situation is something that is required to be planned and in place for every *facility*.

Sub-Clause 2.8.2.1.(1)(a)(iv) of the National Fire Code of Canada, 2010 requires that emergency procedures for a *facility* shall include special provisions for persons requiring assistance. Some occupants of a building may require special assistance during evacuation of a building because of cognitive or physical limitations which make them unable to proceed independently to a place of safety. Fire safety for these persons will depend on pre-planning and on their awareness of the fire protection measures incorporated into the building.

Specific areas, which are designated as areas of refuge within the *facility*, are identified in sub-section 3.2.2 of this document.

The *Principal* shall clearly identify the persons requiring special assistance and the information that will impact their movement. This will define the method for moving such individuals and the resources that are needed.

**A person requiring special assistance is not to be left unattended during a fire drill or emergency situation.**

### 3.2.2 Areas of Refuge

Areas of refuge for the school shall be identified on the Fire Department Information Form in Appendix 7B as well as on the fire Safety Information Drawings in Section C of the Maintenance Information Binder.



Type 1: Full drill for school (including daycare if applicable)

Type 2: Silent drill for daycare.

**Refer to Fire Safety Systems Maintenance Log**

## **4.0 OPERATIONAL REQUIREMENTS**

## **4.0 OPERATIONAL REQUIREMENTS**

### **4.1 Fire Safety in School Facilities**

#### **4.1.1 Introduction**

It is important that all *School Board* and *facility* staff are aware of the fire hazards in their department and develop appropriate habits for good fire safety. These include but are not limited to:

1. Ensure safe storage and use of combustibles or flammable materials, liquids or gasses.
2. Ensure all exit routes are clear and free of obstructions.
3. Smoking on *School Board* premises is not permitted.
4. Be alert for signs of fire.
5. Ensure doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
6. Ensure appropriate use of electrical appliances/equipment.
7. Be familiar with the use and location of evacuation plans and evacuation routes, pull stations, fire extinguishers, fire blankets, fire.
8. Ensure that combustible/decorative materials on any individual wall conforms to the 20% rule (ref. Section 4.2.1).
9. Report all fires.

#### **4.1.2 Fire Watch**

A Fire Watch is a procedure that may be put into place whenever there is a disruption in any fire safety system, such as the sprinkler system. The first step is for the supervisor to notify the local Fire Department of the disruption and the plan for the Fire Watch.

Depending on the circumstances, the Fire Department may offer suggestions or directives. As a minimum, the Fire Watch will consist of a responsible individual who will carry a communication device and check all areas of the complex at least once per hour until the problem is corrected. A record is to be kept of each round of inspections (an hourly log). Please refer to Appendix 8 for the Fire Watch Log.

#### **4.1.3 Procedures During a Fire Protection System Shut Down or Repairs**

Should a component of the fire safety system become inoperative (such as breakdown or maintenance), alternate measures must be taken to assure fire safety. A Fire Watch is the most common temporary measure and involves a responsible person checking every area of the building on an hourly basis until the problem is corrected.

When a building fire protection system is shut down or inoperative for a period of more than 2 hours, the Nova Scotia Fire Safety Regulations requires that the fire department be notified. Procedures to provide protection to the building if a sprinkler system or part of that system is shut down for more than 6 hours shall be coordinated with the *Authority Having Jurisdiction*. These procedures shall include measures for notifying occupants of the building if a fire or other emergency occurs when the fire alarm and detection system are shut down or inoperative.

## **4.2 School Fire Safety Plan Components Implemented by the Principal**

The administrator of a school (*Principal*) or the administrator of a *facility* will be responsible for implementing the following components of the school *fire safety plan*.

### **4.2.1 Requirements for use of Combustible/Decorative Materials**

Combustible/decorative materials are not permitted in stairwells, vestibules, on doors or ceilings.

Ensure combustible/decorative materials, such as student artwork, decorations and teaching aids attached to any individual wall is not greater than 20% of the wall surface (ref. sentence 29(3) of the Nova Scotia Fire Safety Regulations).

As determined by the Office of the Fire Marshal, clothing is considered a combustible material. Therefore combustible/decorative materials are not permitted on walls above or below open coat racks.

With the approval of the *School Board* it may be permissible to paint decorative images on walls and/or ceilings with water based paint, and shall not be considered as part of the 20%.

### **4.2.2 Requirements for the Storage of Flammable and Combustible Liquids**

The information in this sub-section is the general regulations regarding the safe storage of flammable and combustible liquids.

**The *School Board* fire safety representative should be consulted to confirm the safe storage of flammable and combustible liquids.**

The National Fire Code of Canada, 2010 defines a flammable liquid as “... a liquid having a flash point below 37.8°C and having a vapour pressure not more than 275.8 kPa (absolute) at 37.8°C as determined by ASTM D 323, “Vapour Pressure of Petroleum Products (Reid Method)”.

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Classifications for flammable liquids are as follows:

<b>Liquid Class</b>	<b>Flash Point</b>	<b>Boiling Point</b>
IA	< 22.8°C	< 37.8°C
IB	< 22.8°C	≥ 37.8°C
IC	≥ 22.8°C	< 37.8°C

The following are examples of flammable liquids:

- Acetone, Ammonia, Benzene, Ethanol, Ethylene, Gasoline, Methanol, Petroleum Naphtha, Turpentine, and Xylol.

The National Fire Code of Canada, 2010 defines a combustible liquid as “... a liquid having a flash point at or above 37.8°C and below 93.3°C”. Classifications for combustible liquids are as follows:

<b>Liquid Class</b>	<b>Flash Point</b>
II	≥ 37.8°C
IIIA	≥ 60°C and < 93°C
IIIB	≥ 93°C

The following are examples of combustible liquids:

- Kerosene, fuel oil No. 1, No. 2, No. 4, No. 5 (light and heavy), and No. 6.
- Diesel fuel oil No. 1-D, No. 2-D, and No. 4-D.

The National Fire Code of Canada, 2010 requires that liquids having a flash point at or above 37.8°C are stored, handled, or used at a temperature above its flash point to be treated as a Class I liquid.

According to Article 4.2.6.2. of the National Fire Code of Canada, 2010, “Flammable Liquids and Combustible Liquids shall be kept in closed containers and stored ...”

1. In cabinets as detailed in National Fire Code of Canada, 2010, Sub-Section 4.2.10., “Cabinets for Container Storage” provided the total quantity of flammable liquids and combustible liquids does not exceed the maximum quantity allowed for one cabinet.
2. In rooms as detailed in National Fire Code of Canada, 2010 Sub-Section 4.2.9., “Rooms for Container Storage and Dispensing” provided that such rooms have “... no openings communicating directly with the public portions of the building ...” as required by Clause 4.2.6.2.(1)(b).

**FIRE SAFETY PLAN – OPERATIONAL REQUIREMENTS**  
**SCHOOL**

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Article 4.2.6.3. of the National Fire Code of Canada, 2010 permits the storage of flammable liquids and combustible liquids outside of a cabinet or room as described above provided such storage does not exceed the quantities described in the following table:

Location	Maximum Quantity of Class I Liquids	Maximum Quantity of Class II Liquids	Maximum Combined Quantity of Flammable and Combustible Liquids (Class I, II, and III)
A single room	5L	----	10L
A fire compartment having at least a 45 minute fire separation	10L	60L	250L
Automotive shop or industrial arts area of a school	25L	----	75L

Article 4.2.6.4. of the National Fire Code of Canada, 2010 states that “where individual containers with a capacity of more than 5L are required for storage of flammable liquids or combustible liquids in a building, safety containers conforming to ULC/ORD-C30, “Safety Container”, and of not more than 25L capacity, shall be used”.

#### 4.2.3 Requirements for the Use of Flammable and Combustible Gases

The information in this sub-section is the general regulations regarding the safe storage and use of flammable and combustible gasses.

**The School Board fire safety representative should be consulted to confirm the safe storage and use of flammable and combustible gasses.**

For the storage of compressed flammable gases in buildings, Sentence 3.2.8.2.(2) of the National Fire Code of Canada, 2010 permits the storage of cylinders containing Class 2.1 flammables lighter than air gases (the numbers refer to the class and division of dangerous goods, as defined in the “Transportation of Dangerous Goods Regulations”) outside of rooms that are specially designed and constructed for the storage of such cylinders provided the following:

1. There is no more than a total aggregate capacity of 60 m<sup>3</sup> of expanded gas outside of any specially constructed rooms in an unsprinklered building of combustible construction (refer to example below).



Sample Calculation:

For a 9.0 kg capacity propane tank, determine the weight of tank contents only. Once weight of tank contents is determined, multiply weight of contents (kg) by the specific volume factor ( $\text{m}^3/\text{kg}$ ) for the gas.

9.0 kg of propane multiplied by  $0.5 \text{ m}^3/\text{kg}$  (specific volume factor for propane, from table below) would give  $4.5 \text{ m}^3$  of expanded gas, therefore the limits are within the National Fire Code requirements if stored in an unsprinklered combustible building ( $4.5 \text{ m}^3 < 60 \text{ m}^3$ ).

2. There is no more than a total aggregate capacity of  $170 \text{ m}^3$  of expanded gas outside of any specially constructed rooms in sprinklered buildings or buildings of non-combustible construction.

The following table is from Appendix A-3.2.8.2.(2) of the National Fire Code of Canada, 2010. It gives the specific volume ( $\text{m}^3/\text{kg}$ ) of some common gases at normal temperature and pressure. The information in the table can be used to convert gas weight (kg) into gas expanded volume ( $\text{m}^3$ ) and vice versa. The information in the tables is available from manufacturer's literature.

**Specific Volume of Common Gases**

Gas	Specific Volume ( $\text{m}^3/\text{kg}$ )
Acetylene	0.9
Ammonia, anhydrous	1.4
Arsine	0.3
Butane	0.4
Carbon Dioxide	0.5
Chlorine	0.3
Ethylene Oxide	0.5
Fluorine	0.6
Hydrogen	12.0
Methane	1.5
Methyl Acetylene	0.6
Methyl Chloride	0.5
Nitrogen	0.9
Oxygen	0.8
Phosphine	0.7
Propane	0.5
Propylene	0.6

#### 4.2.4 Limitations on Use of Gymnasiums, Cafeterias, Theatres, and Special Uses

Occupancies within school gymnasiums and cafeterias, as well as areas within a school, temporarily modified to facilitate the assembly of people change depending on the specific function taking place. There could be a wide range of occupancy scenarios for each within a school. Some examples would be: proms, dances, public events involving liquor, graduation ceremonies, holiday concerts, variety shows, wedding receptions, conventions, flea markets, temporary emergency shelter, as well as a variety of other possibilities. For calculations and clarification, the *School Board* should be contacted.

The *School Board*, with input from the school *Principal*, will be responsible for ensuring that calculations of exiting and maximum occupant loads for each *facility* have been completed. It is the responsibility of the school *Principal* to ensure that their respective *facility* is compliant with code requirements with respect to occupancy and egress.

**Note: The maximum occupant load(s) should be posted at gymnasiums, cafeterias, assembly areas in excess of 60 persons, etc.**

#### 4.2.5 Requirements for Special Uses of Schools and *Facilities*

There are cases where a school or *School Board facility* has special occupancies, either long term, such as the case of daycare *facilities*, or temporary use such as the case with providing temporary *facilities* for use by emergency organizations to shelter local residents during emergencies. There may also be cases when a sleep over or other unique function might be held at a school.

The cases listed above, as well as other possible scenarios are all unique, therefore consultation with the *School Board* Fire Safety Representative is required to discuss the school fire safety planning procedures on a case-by-case basis for each unique occupancy. Examples of procedures that could be implemented at *facilities* being used for sleepovers or temporary shelter may include notifying the local fire department that the *facility* is having such an event, or providing a 24 hour watch at the *facility* during these events.

The *School Board* Fire Safety Representative may be required to have discussions with the Office of the Fire Marshal or *Authority Having Jurisdiction* regarding fire safety requirements for special uses of schools prior to having such events at the school.

**FIRE SAFETY PLAN – OPERATIONAL REQUIREMENTS**  
**SCHOOL**

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**4.2.5.1 Special Events Fire Safety Checklist**

School: \_\_\_\_\_

Date: \_\_\_\_\_

Event Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_

# of Students/Occupants: \_\_\_\_\_

# of Supervisory Staff Members: \_\_\_\_\_

Please review **Part A, Section 6.0 of the School Fire Safety Plan** for all fire safety procedures associated with this building. Completion Check ☐

Are all supervisory staff members familiar with the building layout and all fire safety systems including exits, pull stations, and fire extinguishers? **YES** **NO** (Circle One)

- If circled no, please review Part A, **Section 7.0 of the School Fire Safety Plan** for complete floor plans and fire safety system descriptions. **Ensure all exits, pull stations, and fire extinguishers have been identified.**

Are there any mobility impaired persons? **YES** **NO** (Circle One)

- If circled yes, list the names and assign a supervisory staff member to aid in their evacuation during an emergency situation if necessary.

\_\_\_\_\_  
Supervisory Staff Member

\_\_\_\_\_  
Student(s) Name

Discovery of Smoke, Fire or Upon Hearing an Alarm

**Implement the R.A.C.E. principle:**

R – Remove persons in immediate danger

- Remain calm and be alert for signs of fire.

A – Activate the fire alarm system using the nearest pull station

- Designated person contacts 911 or 9-911

C – Contain smoke and fire

- Staff are to carry out their specific assigned duties as per the fire emergency plan.
- Close all doors behind you.

E – Evacuate the building using the nearest exit

- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Evacuate to the exterior designated meeting area.
- Do not leave the meeting point until instructed to do so.

**Note:** Occupants are to evacuate the building immediately, regardless of weather conditions, unless an exemption has been provided by the Office of the Fire Marshal. Persons are not permitted to retrieve coats or personal belongings, unless authorized under the direction of the fire department. Following evacuation refer to the School's Emergency Response Plan.

**Be prepared to advise the *Principal* or designate, or the fire department of any related information regarding the fire.**

All necessary contact information can be found in **Section 5 and on the Fire Department Information Form in Appendix 7B, of the *Principals Guide of the School Fire safety plan.***

**4.3 School Fire Safety Plan Components Operated by Facility Maintenance Staff**

Maintenance and/or custodial staff for a *facility* will be responsible for operating the following components of the school *fire safety plan*.

**4.3.1 Fire Extinguisher Types, Placement, and Maintenance**

Portable fire extinguishers are used in *facilities* of varying occupancy hazards for application on fires of various class rating. Fire extinguishers are selected based on the class of fire anticipated. Image 1 below is of a typical 2.3 kg Class 3A-40 BC fire extinguisher.



Image 1

The following summarizes classes of fires.

- Class A fires involve combustibles such as wood and paper.
- Class B fires involve combustible and flammable liquids.
- Class C fires involve energized electrical equipment.
- Class D fires involve combustible metals.
- Class K fires involve combustible cooking media such as vegetable or animal oils and fats.

It is common to have a fire extinguisher that can be applied to various classes of fires used for protecting an area, for example, a Class ABC fire extinguishers can be used on Class A, Class B, or Class C fires.

**For further assistance consult with the *School Board* fire safety representative.**

Fire extinguishers are required to be inspected and maintained as per the inspection and test requirements outlined in Section B of the Fire Safety Systems Maintenance Information binder.

Only individuals that are a representative of a company engaged in servicing and maintenance of fire extinguishers, or individuals licensed by the Office of the Fire Marshal for servicing and maintenance of fire extinguishers are permitted to carry out such work.

#### 4.3.2 Storage of Combustible Materials

Sentence 2.4.1.1.(2) of the National Fire Code of Canada, 2010 states, “Combustible materials, other than those for which the location, room, or space is designed, shall not be permitted to accumulate in any part of an elevator shaft, ventilation shaft, means of egress, service room, or service space”.

The National Fire Code of Canada, 2010 provides the following definitions:

**Means of Egress** – means a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. Means of egress includes exits and access to exits.

**Service Room** – means a room provided in a building to contain equipment associated with building services. (Typical examples include boiler rooms, furnace rooms, incinerator rooms, garbage handling rooms, and rooms to accommodate air conditioning or heating appliances, pumps, compressors, and electrical equipment).

**Service Space** – means space provided in a building to facilitate or conceal the installation of building service *facilities* such as chutes, ducts, pipes, shafts, or wires.

Sub-Section 3.3.3. of the National Fire Code requires that outbuildings and refuse/garbage bins are maintained a minimum distance of 6 m from a building on the same property. Where it is impractical or unnecessary due to specific configurations, the *School Board* Fire Safety Representative shall be consulted on an individual basis.

#### 4.3.3 Procedures During Fire Protection System Shut Down or Repairs

When a building fire protection system is shut down or inoperative for a period of more than 2 hours, the Nova Scotia Fire Safety Regulations require that the fire department be notified. Procedures to provide protection to the building if a sprinkler system or part of that system is shut down for more than 6 hours shall be coordinated with the *Authority Having Jurisdiction*. These procedures shall include measures for notifying occupants of the building if a fire or other emergency occurs when the fire alarm and detection system are shut down or inoperative.

The Nova Scotia School Insurance Program (S.I.P.) (or the P3 Owner) must also be notified of all interruptions in any fire protection system by phoning pager number 902-448-2840. Leave a message with name and phone number, name of *School Board*, name and address of the location, and the length of the interruption. Indicate what system is being shut down, i.e., fire alarm, sprinkler, etc. Once the system is back up and running, call the pager and leave a message that the system is back up and running.

## **5.0 FIRE DEPARTMENT INFORMATION**





## **5.0 FIRE DEPARTMENT INFORMATION**

### **5.1 Introduction**

A copy of the completed Fire Department Information Form in appendix 7B, shall be submitted to the Office of the Fire Marshal for distribution to the local fire department and the *Authority Having Jurisdiction*. It is important that the fire department and the *Authority Having Jurisdiction* be contacted if any information within this section changes.

Information about the *facility* and fire safety systems can be found in Section A of the Fire Safety Systems Maintenance Information binder.

Fire Emergency response information is located in Section A of the Fire Safety Systems Maintenance Information binder.

### **5.2 Fire Safety Systems**

The fire safety systems descriptions are found in the Fire Safety Systems Maintenance Information binder.

**The Fire Department Information Form, in Appendix 7B, shall be completed annually by the *Principal* and retained in this manual. The *Principal* shall provide a copy to the Office of the Fire Marshal for distribution to the local fire department and the *Authority Having Jurisdiction*. This submission is required to be completed on or prior to September 30 of the current school year.**



## **6.0 FIRE SAFETY INFORMATION DRAWINGS**



## **6.0 FIRE SAFETY INFORMATION DRAWINGS**

This section references the necessary drawings for your *facility*. These drawings will be used in times of emergencies.

These drawings are to be updated on a regular basis to reflect any changes that have occurred to the *facility* and/or the fire safety systems.

The following is a list of information that is required on all drawings included in Section C of the Maintenance Information Binder:

- Means of egress (exits)
- Areas of refuge
- Manual pull stations
- Fire extinguishers
- Fire alarm panel(s)
- Fire department emergency response location

**These drawings shall be maintained in Section C of the Maintenance Information Binder.**



## **7.0 TRAINING**





## **7.0 TRAINING**

### **7.1 *Training Directive***

The Principal is responsible for preparing and delivering training to school staff. The Principal is required to document the delivery of training to school staff in Appendix 7A.

### **7.2 *Training Aids***

A PowerPoint presentation has been prepared to assist in the training of in-school personnel. Speaker's notes are provided for each slide.

It is intended that this information be used in whole or in part to assist in explaining the *Principal's Guide for the Fire Safety Planning in Schools*.

### **7.3 *Trainer's List***

Principal's are responsible to ensure appropriate documentation on training provided is maintained for a minimum of five years.



**APPENDIX 7A**  
***TRAINER’S LIST AND NOTES***



[illegible]

NOTE: This page must be copied prior to use, as new copies will not be provided in subsequent school years.



## Notes

[illegible]

***FIRE SAFETY PLAN – APPENDIX 7A***  
**SCHOOL**

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**APPENDIX 7B**



**FIRE SAFETY PLAN – APPENDIX 7B**  
**SCHOOL**

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**FIRE DEPARTMENT INFORMATION FORM**

**This form shall be completed annually by the *Principal* and retained in this manual. The *Principal* shall provide a copy to the Office of the Fire Marshal for distribution to the local fire department and Authority Having Jurisdiction. This submission is required to be completed on or prior to September 30 of the current school year.**

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

School Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

*Principals:* \_\_\_\_\_

*Vice Principals:* \_\_\_\_\_

Emergency Response Location: \_\_\_\_\_

(where is the fire department to go to at the *facility* in an emergency – i.e., main entrance)

Who will meet the fire department at emergency response location (i.e., Principal):

When school is in: \_\_\_\_\_

When school is not in: \_\_\_\_\_

Areas of Refuge for Persons with Persons Requiring Special  
Assistance During an Evacuation

Quantity: \_\_\_\_\_

Location(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**APPENDIX 7C**  
***FIRE INCIDENT REPORT***





Labour and Advanced Education

**Office of the Fire Marshal**

PO Box 697 B3J 2T8

Halifax, Nova Scotia

Ph: 902 424-5721

Fax: 902 424-3239

Toll Free: 1-800-559-3473

www.gov.ns.ca/lae

## FIRE INCIDENT REPORT

Please complete the following Incident Report Form for every fire incident that occurs within the premises of your facility. Each report should be fully completed and forwarded to the following address no later than **10 days** after the date of incident.

**Office of the Fire Marshal**

**PO Box 697**

**Halifax, Nova Scotia**

**B3J 2T8**

If you have any questions or require any assistance please contact the Office of the Fire Marshal.

### INCIDENT DETAIL

**Date of Incident** (yyyy/mm/dd)

**Time of Incident** (24-hour clock)

**Civic Address**

**Community**

**Postal Code**

**Building Name**

**Contact Person**

**Contact Phone Number**

**Did a Fire Department Respond?** Yes ☐ No ☐

**If yes, which department?** \_\_\_\_\_

### FIRE DETAIL

**Property Classification**

**Fire Origin**

**Igniting Object**

**Fuel or Energy**

**Material First Ignited**

**Possible Cause**

**Description**

**Injuries** Yes ☐ No ☐

**Fatalities** Yes ☐ No ☐

**Estimate of Damage**

**Submission Date** (yyyy/mm/dd)

**Name**

**Signature**





**APPENDIX 7D**

**OFFICE OF THE FIRE MARSHAL  
POLICY ON THE  
*USE OF SCHOOLS FOR SLEEPING ACCOMMODATION***



# POLICY

Name: Use of Schools for Sleeping Accommodation

Effective Date: May 2002

Review date: April 2012

**Abstract:** Utilization of existing facilities for activities other than those originally anticipated in their design is becoming more prevalent as a means of optimizing resources available to local communities. When events are scheduled to be held in any location throughout Nova Scotia there may be a need to use schools to provide temporary sleeping accommodations for the people attending these events.

Assessment of the temporary use should be carried out under the provisions of Article 2.1.2.2 of the National fire Code of Canada 2010.

This policy is intended to both direct and assist school boards, the organizing committee and fire officials in the assessment of facilities to provide safe temporary sleeping accommodations and set out criteria to use in ensuring that safeguards are in place and fire safety responsibilities are established.

## 1.0 Scope

This guideline has been established to aid school boards, officials and event organizers and fire officials in the assessment of school facilities for safe temporary sleeping accommodations in school buildings in Nova Scotia. Since sleeping accommodation is not normally considered in the design of schools, Article 2.1.2.2 of the National Fire Code of Canada (NFC) is applicable to the temporary use.

Article 2.1.2.2 of NFC states: "Activities that create a hazard and that are not allowed for in the original design shall not be carried out in a building unless **approved** provisions are made to control the hazard."

The article prohibits an owner or occupier from using a facility for a purpose other than that for which it was designed without first obtaining approval from the Authority Having Jurisdiction, this being, in the Province of Nova Scotia, the Office of the Fire Marshal or an authorized representative. Further, the article provides the authority for the Fire Official to approve the use of school or other designated facilities for temporary use such as sleeping accommodations. Prior to granting approval, the Fire official must be satisfied that appropriate measures are taken in the form of fire safety systems and procedures to provide an adequate level of life safety for the occupants who may be in the facility at the time.

## **1.0 Scope (cont'd)**

The guideline provides criteria that should be considered in determining the suitability and approval of the facility for sleeping accommodation, including the installation of fire safety devices and establishment of fire safety procedures for school board personnel, volunteers etc. There are some minimum requirements that must be provided in the facility before consideration can be attempted and these are identified in Part A on the School Designation Form (see Appendix C).

## **2.0 Submission for Approval**

The submission for approval shall be made to the Office of The Fire Marshal or an Authorized Representative at least two weeks prior to the beginning of the planned event. It is the owner's responsibility, the school board, to ensure that the submission contains all of the required information for the Office of the Fire Marshal to make a decision. It is also important to note that it is the school boards responsibility to comply with all of the conditions of the approval.

Prior to making submission, the school board must meet with the local fire officials to determine any additional requirements that may be necessary for the application. A confirmation letter of this meeting outlining any requirements as a result of this meeting shall be included with the application.

The submission to the Office of the Fire Marshal for approval to use a school on a temporary basis for overnight accommodation shall include all of the following:

- Covering letter identifying the facility
- Fire safety responsibilities and procedures
- Site and floor plans
- Guest (tenant) information sheet
- Current inspection reports for fire safety systems located in the building
- Copy of the results of the meeting with local fire officials; and
- School designation form

Each of these items is covered in more detail in the following sections.

### **3.0 School Board Submission Cover letter**

The cover letter must be prepared by an employee of the school board in responsible charge identifying the reason for the application, the period of time for the temporary use, the accompanying documentation and confirmation that the information provided has been reviewed by the appropriate senior staff member. (For your convenience a draft letter is attached in Appendix A.)

### **4.0 Fire Safety Procedures**

In order to ensure adequate on site response to a fire emergency that may occur in the facility during a temporary use, sufficient human resources must be present in each location. These persons shall include the school custodian, at least two supervisory personnel from the host organization and a guest from each sleeping area to act as fire warden for their area. Where a single sleeping area, such as a gymnasium, has an occupant load greater than 50 persons, there must be at least one fire warden for each 50 guests.

On the first day of occupancy, fire wardens shall be selected and an initial meeting held with the school custodian, supervisory staff and fire wardens. The duties for these individuals shall be discussed and a full fire drill held, with all occupants participating. The school custodian, supervisory staff and fire wardens must be familiar with the means to manually activate the fire alarm system. During the fire drill, the occupants shall familiarize themselves with their evacuation routes and understand where they are to meet once outside.

Duties and responsibilities for these persons must include the details identified in subsection 4.1 to 4.4 in this policy.

**4.1 Definition of school custodian** – a school custodian is an employee of the school board who is in responsible charge of the school during the event and who is familiar with the layout of the school and all of its fire safety features and systems.

## 4.2 School Custodian

The custodian must be on duty at all times that the building is occupied and be familiar with the school and its emergency equipment and systems.

Regular daily duties:

- Check fire alarm system for operation
- Check egress routes and exits to ensure that they are available for use and not obstructed
- Check that exit signs are illuminated while the building is occupied
- Check that emergency lighting is operational
- Check that smoke alarms and carbon monoxide alarms are in place and functional
- Check that access routes are kept clear
- Collect and remove refuse from the building

Emergency duties in event of fire or alarm:

- Activate the fire alarm
- Call fire department
- Provide access to public address system if necessary and safe to do so
- Meet emergency responders , supervisory staff and fire wardens at main entrance
- Confirm everyone has safely evacuated the building

### 4.3 Guest supervisory staff

The supervisory staff must be readily identifiable to both the occupants of the facility and, in the case of an emergency, to the responding fire department. It is recommended that the supervisory staff wear a reflective vest.

Regular duties:

- Ensure that the fire wardens are appointed and on duty
- Conduct a fire watch patrol throughout the facility once per hour to include
  1. Check egress routes and exits to ensure that they are available for use and not obstructed
  2. Check to ensure that there is no smoking
  3. Check to ensure that there are no open flames ( candles)
  4. Check that doors to rooms not in use are kept closed
- Conduct patrol of the exterior to ensure appropriate site security
- Meet once per evening with fire wardens and custodian prior to securing school

Emergency duties in the event of a fire or alarm:

- Activate the fire alarm
- Ensure that evacuation has started and report to the school custodian
- Report to custodian of any persons that may be still in the building

## **4.4 Fire Wardens**

Regular daily duties:

- Assign a helper to any person who may need assistance in evacuating the building
- Take evening roll call
- Ensure means of egress from sleeping area kept clear
- Be aware of evacuation procedures
- Report any fire hazards to supervisory staff
- Ensure that there is no smoking or open flames present
- Ensure door to sleeping area kept closed during sleeping hours
- Meet once per evening with the supervisory staff and custodian prior to securing the school and report location of persons who require assistance to evacuate

Emergency duties:

- Assist in evacuation of assigned sleeping area to outside collection area
- Close door to sleeping room after room evacuated; if safe to do so
- Check evening roster and inform supervisory staff of any person not accounted for who may still be in the building
- Designated fire warden – check washroom/ change rooms for any persons; if safe to do so

## **5.0 Site and floor plans**

- Site and floor plans of the facility must be prepared and submitted with the application. The plans shall indicate the rooms where sleeping will take place and the egress routes intended for use by the occupants. A safe outside assembly area must be identified on the site plan for the guests to gather in the event of an emergency evacuation.
- A copy of the evacuation routes showing the exits from the building must be posted in each sleeping area.



## **6.0 Fire emergency procedures**

A guest information sheet must be prepared for distribution to each guest at check-in, providing information on the emergency procedures and fire precautions. In addition, a copy of the information sheet shall be posted in each sleeping room.

A sample information sheet is attached in Appendix B. The sheet must be available in the appropriate language(s) as may be necessary for each facility.

## **7.0 School designation form**

The school designation form should be completed and accompany the application. This form will identify the facility, provide the name of the contact person for the school board, indicate that the minimum requirements for use have been met and establish the occupant load for the facility. (a copy of the form is attached in Appendix C)

## **8.0 Fire protection equipment**

In addition to an automatic sprinkler system or fire alarm system provided in the building, approved single station smoke alarms must be provided in each sleeping room. In large sleeping areas, such as a gymnasium, where the ceiling height may be such that it would reduce the effectiveness of smoke alarms, the smoke alarms may be omitted. In these cases a smoke alarm is required in the corridor leading to the gymnasium where the corridor is not already equipped with smoke detectors connected to the building fire alarm system.

Approved carbon monoxide detectors must be provided in rooms and corridors beside service rooms containing fuel-fired appliances and in the room directly above service rooms.

These devices may be battery operated.

In the event that a smoke alarm or carbon monoxide detector activates, the fire alarm emergency procedures must be initiated immediately.

## Appendix A - School Board Submission Letter

School Board Letterhead
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### **SAMPLE ONLY**

Office of the Fire Marshal

Re: School Name  
School Address  
Temporary use for Sleeping Accommodation  
Dates

On behalf of the \_\_\_\_\_ School Board, we are submitting an application to permit the temporary use of the above captioned school for sleeping accommodation for \_\_\_\_\_ persons for the period from \_\_\_\_\_ to \_\_\_\_\_.

8

Accompanying this application, please find attached the fire safety procedures for designated persons, site plan, floor plan(s) indicating the proposed sleeping areas in the school, the fire safety procedures for guests and the completed school designation form.

The \_\_\_\_\_ School Board will comply with the Fire Safety Procedures identified in section 4 of the "Use of Schools for Sleeping Accommodation Policy" issued by the Office of the Fire Marshal.

All of the information has been prepared and reviewed for accuracy by:

Name: \_\_\_\_\_ Position: \_\_\_\_\_.

Yours truly,

## Appendix B – Fire Emergency Procedures

# Fire Emergency Procedures

### **Upon discovery of Fire:**

- Leave a the fire area immediately and assist anyone in immediate danger to evacuate
- Close all doors behind you to confine the fire ; if safe to do so
- Activate the fire alarm and alert other occupants (staff, fire warden, supervisory staff, custodian)
- Use closest safe exit or exit stairwell to leave the building; do not re-entre the building
- Proceed to the designated outside assembly area

### **Upon hearing the Fire alarm**

- Follow any instructions that may be given by the fire warden
- Leave the building immediately
- Close all doors behind you to confine the fire; if safe to do so
- Use closest safe exit or exit stairwell to leave the building; do not re-entre the building
- Proceed to designated outside assembly area

#### NOTE:

- Do not re-enter the building
- Do not use elevators

### **Fire safety Precautions**

- Any garbage or refuse is to be deposited into the proper receptacle daily
- Open flames (candles) are not permitted
- Cooking appliances are not permitted in sleeping areas
- No smoking within the school building or on school property

## APPENDIX C - School Designation Form

<b>Temporary Use of Sprinklered Schools for Sleeping Accommodation</b>	
School Name:	School Board (SB):
Address:	SB contact person:
	Phone #'s
<b>Minimum requirements:</b>	
Ventilation: Mechanical <input type="checkbox"/> Natural <input type="checkbox"/>	Fire safety procedures in place: Yes <input type="checkbox"/> No <input type="checkbox"/>  Fire evacuation routes posted: Yes <input type="checkbox"/> No <input type="checkbox"/>
Smoke alarms in sleeping rooms Yes <input type="checkbox"/> No <input type="checkbox"/> and corridors providing access to gymnasium Yes <input type="checkbox"/> No <input type="checkbox"/>  Carbon monoxide detectors provided in rooms and corridors adjacent to service rooms containing fuel fire appliances: Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire alarm system in service: Yes <input type="checkbox"/> No <input type="checkbox"/> Last inspection date: _____ Sprinkler system in service: Yes <input type="checkbox"/> No <input type="checkbox"/> Last inspection date: _____ Insurance carrier notified of change in use: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Sprinklered Schools Only</b>	
<b>Occupant load</b> Sleeping rooms* to be on main floor level only*: Yes <input type="checkbox"/> No <input type="checkbox"/> Maximum 45 m (150 ft.) travel distance to an exit: Yes <input type="checkbox"/> No <input type="checkbox"/> Only rooms within travel distance limits used for sleeping: Yes <input type="checkbox"/> No <input type="checkbox"/> Occupant load* per room = net area* in m <sup>2</sup> / 4.6 m <sup>2</sup> = _____ persons - Maximum 25 persons Total occupant load = _____ (sum of occupant loads of all sleeping areas)	
Notes: Sleeping rooms - hazardous classrooms excluded Main floor level - other levels may be considered upon specific request only Occupant load - based on 4.6m <sup>2</sup> (50 ft <sup>2</sup> ) per person Net area = clear floor space of classroom or gymnasium	
Prepared by: _____ Signature: _____ Date: _____	

<b>Process for designation of schools used for sleeping accommodation</b>
<ol style="list-style-type: none"> <li>1. Assigned technical staff of the school board shall complete the “designation” form.</li> <li>2. The package of forms and schematic plans for designated school shall be accompanied by a letter from the school board official confirming accuracy and acceptance of the operating conditions. These shall be submitted for review at least two weeks prior to the event.</li> <li>3. Designation forms and schematic plans indicating sleeping rooms shall be filed with the fire department.</li> </ol>
<b>Operating conditions:</b>
<ol style="list-style-type: none"> <li>1. Equipment and furniture - may be stored off site or in unoccupied rooms – storage in sleeping rooms or exits and access to exits is not permitted.</li> <li>2. “Portable classrooms” are not be used for sleeping accommodation unless they are sprinkler protected.</li> <li>3. Access to kitchens and/or cooking appliances is restricted to authorized personnel.</li> <li>4. Access to hazardous classrooms is prohibited.</li> <li>5. Adequate guest supervisory staff, minimum of two, to exercise the school fire safety plan shall be on duty at all times.</li> <li>6. At least one fire warden shall be designated for each sleeping room and/ or one fire warden for each 25 persons sleeping in gymnasium.</li> <li>7. A fire drill shall be held on the first day of the event.</li> <li>8. Guest supervisors shall have emergency contact information and access to a telephone or cell phone.</li> <li>9. A custodian, designated by the school board, shall be present while the school is in use for sleeping accommodation.</li> <li>10. Exits and emergency lighting shall be maintained operational during the event.</li> <li>11. Lighting shall be provided in the access to exit routes.</li> <li>12. Daily walk through by custodian to ensure compliance with fire code requirements: <ul style="list-style-type: none"> <li>• Exit lights illuminated/ emergency lighting operational</li> <li>• Smoke alarms and carbon monoxide detectors are functional</li> <li>• Fire alarm system is operational and functional</li> <li>• Sprinkler system is available</li> <li>• Egress routes and exits are free of obstruction</li> <li>• Maintain records</li> </ul> </li> <li>13. Schematic plans of the site identifying sleeping rooms are to be kept in an accessible location.</li> <li>14. Refuse shall be collected and removed from the building daily.</li> <li>15. Open flame devices are not permitted on site.</li> <li>16. Use of any cooking appliance shall be restricted to use by authorized personnel only.</li> <li>17. Smoking is not permitted in the school or on school property during the event.</li> <li>18. The custodian shall have access to the public address system.</li> <li>19. Fire department access routes shall be maintained clear at all times.</li> </ol>



**APPENDIX 8**





## **FIRE WATCH RECORD**

(24 Hours)

*Facility:* \_\_\_\_\_

*Source of Disruption:* \_\_\_\_\_

*Areas Affected:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Record From:* \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

*Complete table below to verify hourly Fire Watch inspection*

Time	Initial	Time	Initial	Time	Initial