

# FIRE SAFETY PLAN

## What is a Fire Safety Plan?

A **Fire Safety Plan** outlines detailed responsibilities including prevention and control measures related to a site's specific building audits, building design, known fire hazards, intended building functions / usage, life safety devices, and all parties required duties.

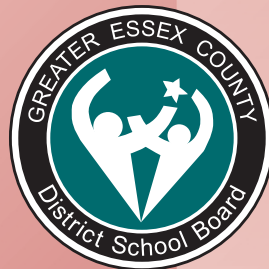
## Where is the Plan Located?

The fire safety plan is located in the Main Office in the Yellow Binder. The fire safety plan is updated annually and authorized by the municipal Fire Department where the site is located.

## What does the Plan Include?

- ✓ *Duties of the Employer, Supervisor, Worker, Custodian, Secretary, and Facility Services*
- ✓ *Emergency Contact Information*
- ✓ *Occupancy loads*
- ✓ *Building information*
- ✓ *Utility locations*
- ✓ *Chemical storage areas*
- ✓ *Fire Safety Resources*
- ✓ *Sign off & Acknowledgement Sheets*
- ✓ *Building Schematic drawings*
- ✓ *List of persons requiring assistance*

**For more information on Fire Safety and your School's Fire Safety Plan, contact Facility Services or the Health and Safety Department.**

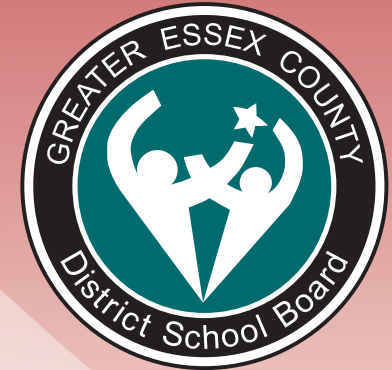


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# Fire Safety



## Know Your School's FIRE SAFETY PLAN



**Fire is Everyone's Responsibility**

## What to Do When You Hear a Fire Alarm

- Ensure that all workers, students, and other occupants under your supervision are evacuated.
- Turn off power equipment in workshops, laboratories, and studios if it is safe to do so.
- Use the stairs not the elevators.
- If you are unable to use stairs, go to the staging area and wait for assistance.
- Leave the building using your primary exit (or secondary exit if primary is blocked).
- Go to the exterior fire assembly point.
- Ensure all students and staff under your supervision are accounted for.
- Do not re-enter the building until the fire department has granted permission for occupants to re-enter.

## What to Do When You Discover a Fire

- Dial or have someone dial 911 for local fire and emergency services.
- Activate the nearest fire alarm pull station (red box on the wall next to exit doors).
- Fight the fire only if you have been trained and it is safe to do so.
- Leave the building using your primary exit (or secondary exit if primary is blocked).
- Go to the exterior fire assembly point.
- Report the location of the fire to the supervisor at the assembly point.
- Do not re-enter the building until the fire department has granted permission for occupants to re-enter.

## Control Fire Hazards

- Know the location of exits and fire alarm pull stations.
- Know your primary and secondary fire exit routes.
- Keep exits, stairways, landings, and hallways clear of obstruction, recycling materials (bins) and combustible materials at all times.
- Maintain clear access to fire protection equipment (extinguishers, hoses, etc.).
- Maintain clear access and no materials are to be stored within 1 meter (3 feet) of electrical panels.
- Refrain from unsafe cooking practices and generation of grease laden vapours.
- Keep doors to stairwells closed at all times.
- Store flammables and combustibles in approved containers and locations.

## Prohibitions

- No real Christmas trees, bales of hay or straw are to be brought into any Board site.
- No burning of candles or open flames other than those used in authorized science experiments or technical shops.
- No fire doors are to be wedged or propped open by other than mechanical means.
- Fire doors or classroom doors are not to be decorated with combustibles.
- No more than 20% of any wall surface can be decorated with combustibles.
- No combustibles are to be suspended from the ceilings.
- No pyrotechnics.

## Operation of Portable Fire Extinguishers

The best way to remember how to operate a fire extinguisher is to utilize the acronym "P.A.S.S."

1. HOLD EXTINGUISHER UPRIGHT AND PULL THE RING (SAFETY) PIN



2. STAND BACK FROM THE FIRE AND AIM AT THE BASE OF THE FIRE NEAREST YOU



3. SQUEEZE HANDLES TOGETHER AND SWEEP THE EXTINGUISHER STREAM SIDE TO SIDE



REMEMBER THIS SIMPLE WORD:

**P A S S**  
**PULL AIM SQUEEZE SWEEP**

Never re-hang extinguishers after use. Store in a safe area and report the discharge of the extinguisher to the supervisor so that they can be serviced by a qualified contractor and a replacement extinguisher provided.