



Hamilton-Wentworth Catholic District School Board  
*Believing, Achieving, Serving*

# FIRE SAFETY PLAN

Revised December 2017

## INTRODUCTION

The Fire Safety Plan (herein after called the FSP) has been developed for the safety of staff, students and visitors who use the school. These procedures have been developed to implement a FSP in the event of a fire emergency. The HWCDSB will review the FSP as necessary but no less than every 12 months.

## OBJECTIVES

- To minimize any delay in securing the services of the Hamilton Fire Department and/or other Emergency Response Teams when required, with the first priority being the safeguarding of human life.
- To provide a method to ensure systematic and orderly evacuation of the building by the nearest safe means of exit in the least possible time in case of an emergency.

## PROGRAM

The primary purpose of a FSP is the protection of life. The evacuation of any area that becomes involved in an emergency situation must begin immediately. The method and direction of evacuation will be governed by the construction of the school and the location of the emergency.

### **1. GENERAL PROCEDURES FOR ALL STAFF, STUDENTS AND VISITORS**

- 1.1 The school's FSP is applicable at all times when the building is occupied. There shall be a responsible party available at all times to perform the duties of supervisory staff as referred to in the FSP. The duties and responsibilities contained in the FSP are to be delegated to those persons responsible for all activities held in the school/building. All supervisory staff and other occupants shall read the FSP so that they are aware of their responsibilities for fire safety.
- 1.2 ANY person detecting smoke or fire shall immediately sound the alarm by activating the nearest manual pull station.
- 1.3 After sounding the alarm, if safe to do so, the person discovering the fire shall report to the school office staff with all the available information.
- 1.4 Upon hearing the alarm signal, all activities are to be stopped and all staff, students and visitors must evacuate the building using the nearest safe exit or alternate exit.
- 1.5 The Hamilton Fire Department will be notified immediately by the school secretary or designate by dialling 911 and giving the school's address.

- 1.6 All staff should be familiar with the location and use of portable fire extinguishing equipment located throughout the school so that small incipient fires may be confined, controlled or extinguished, after sounding the alarm and evacuating students and if safe to do so. \* If smoke or fire threatens the safety of the operator, close the door of the area to contain spread of fire and smoke and leave the building.
- 1.7 The fire alarm system shall not be silenced until authorized by the Hamilton Fire Department.
- 1.8 During the shutdown of the fire protection equipment (i.e. fire alarm system, sprinkler systems, stand pipes, emergency power systems etc.) the Hamilton Fire Department must be called and notices posted to advise all building occupants. Supervisory staff are to be notified of the shutdown. Rounds are to be made of the affected areas every 30 minutes while the building(s) is/are occupied. A log book recording these rounds is to be maintained.
- 1.9 Wherever possible persons with disabilities shall occupy classrooms on the lower floors and the evacuation FSPs reviewed annually.
- 1.10 All building facilities provided for the safety of occupants shall be maintained and tested in accordance with the applicable sections of the Ontario Fire Code. (refer to section 2.8)
- 1.11 All supervisory staff and other occupants shall read the FSP so they are aware of their responsibilities for fire safety.
- 1.12 Fire hazards shall be corrected and eliminated when discovered and should be reported to the Principal.
- 1.13 For all other emergencies, contact the Board's security company.

## **Portable Classrooms**

- 1.1.1 The FSP is applicable at all times when the portable is occupied. The duties and responsibilities contained in the FSP are to be delegated to those persons responsible for all activities held in the portable.
- 1.1.2 Where the portable classroom is connected to the main school building fire alarm system ANY person detecting smoke or fire must immediately sound the fire alarm by activating the nearest fire alarm pull station.
- 1.1.3 Where the portable classroom is NOT connected to the main school building fire alarm system ANY person detecting smoke or fire must immediately report to the teacher who will immediately evacuate the portable.
- 1.1.4 After sounding the alarm, or evacuating the portable, the teacher or designate shall report to the School Office staff with all the available information.
- 1.1.5 On hearing the fire alarm signal, or direction to evacuate the portable, all activities are to be stopped and all staff, students and visitors must evacuate the portable using the nearest safe exit or alternate exit.

**The following is a sample of the signs posted in a conspicuous place which will include hallways and gymnasiums of each school:**

**FIRE SAFETY PLAN**  
**PROCEDURES FOR OCCUPANTS**

**IN CASE OF FIRE:**

- Calmly notify all staff, students and visitors in the immediate area of a fire condition;
- If safe to do so, leave the building immediately by the nearest and safest exit and closing doors behind you;
- Sound the fire alarm by activating a manual pull station; and
- The Secretary and or designate will call 911 giving the address of the school.

**IF YOU HEAR AN ALARM OR ARE NOTIFIED OF A FIRE**

- If safe to do so, leave the building immediately by the nearest and safest exit and close doors;
- Caution, if you encounter smoke in stairway, use alternative exit; and
- Remain calm

**IF YOU REMAIN IN THE BUILDING**

- If you cannot exit the building due to excessive smoke, heat or fire you should seek refuge in a safe location:
  - Keep smoke from entering the room by closing the door and using available materials to seal cracks around the door. Seal vents or air ducts the same way.
  - Move to the most protected room and if possible, open the window for fresh air.
  - Keep low to the ground where the air is cleaner.
  - Notify the fire department by calling 911 or alert on site fire personnel and advise them of your location.
  - Listen for instructions from authorities.

**DO NOT USE THE ELEVATOR**  
**DO NOT PROCEED TO THE ROOF AREA**

## 2. SPECIFIC RESPONSIBILITIES

### PRINCIPAL

The principal, or designate, will:

- 2.1 Post instructions to teachers in each classroom, staff rooms and where appropriate;
- 2.2 Determine the location and number of exits, and ensure that they are inspected daily, and that no exit is blocked or obstructed;
- 2.3 Assign exit routes from all classrooms. These routes are to be as short as possible and consistent with full use of exit facilities available. Alternate pathways shall be explored and identified to ensure that entrances and exits are fully accessible for persons with disabilities;
- 2.4 Conduct fire drills three times in each of the fall and spring terms, if the school is in session and document in the fire log book. For those schools holding summer programs, a fire drill must be performed once a month during the summer, if the school is in session. When a drill is to be conducted, telephone the board security company and inform them that a drill will be held. The Hamilton Fire Department is to be called before and after when the drill is completed;
- 2.5 Conduct a drill at normal speed following prior notice. The principal will act as auditor of the evacuation during drills. An unplanned drill must be conducted each semester where all staff will follow their responsibilities as outlined in this FSP.
- 2.6 Explain the evacuation procedure to each teacher and class, identifying the exit routes from each classroom to the outside assembly location. Identify alternate exits. Routes shall be varied from drill to drill by placing signs, pylons etc. indicating exits blocked by fire. Following the drill, the route must be re-opened.
- 2.7 Ensure assembly areas are chosen with safe distances in mind;
- 2.8 For staff and students with disabilities, principals will ensure the Special Education Resource Teacher (S.E.R.T) and /or designate has a copy of the ***Staff/Student Emergency Response Plans*** kept at the school and available to the members of the Hamilton Fire Department when they arrive. These plans outline the procedures and persons trained to use an evacuation chair to evacuate persons with disabilities or if these persons will be sheltered in place. The S.E.R.T and /or designate will communicate to the Hamilton Fire Department upon their arrival the location of any staff/students that are sheltered in place;

- 2.9 Review and adjust the school evacuation procedures where necessary to address particular disabilities and needs of persons with disabilities attending the school;
- 2.10 In the event that the fire protection equipment (i.e. fire alarm system, sprinkler systems, stand pipes, emergency power systems etc.) is shutdown, the Hamilton Fire Department must be called and notices posted to advise all building occupants. Supervisory staff are to be notified of the shutdown. Rounds are to be made of the affected areas every 30 minutes while the building(s) is/are occupied. A log book recording the intervals shall be maintained;
- 2.11 Within 48 hours, an Emergency Event/Incident Report form is to be submitted to the Chairperson of the Emergency Preparedness Committee.

## **TEACHERS**

- 2.12 Staff members in charge of students shall NOT attempt to extinguish the fire;
- 2.13 All work shall stop. Motors or other equipment shall be shut down;
- 2.14 Staff members shall aid in the evacuation of all occupants;
- 2.15 Staff members shall ensure that there are no students remaining in the room and that the classroom door is closed as they exit the building;
- 2.16 Teachers shall take the attendance records with them when evacuating and report to the Principal and/or Fire Department personnel any persons left in the building or unaccounted for who may be endangered and need rescuing. It is the primary responsibility of each teacher to ensure that all students from their classroom have left the building;
- 2.17 Staff members on supervision shall see that classrooms, special activity rooms, cloakrooms, locker rooms, washrooms, lockers (in elementary schools) and chapels are clear of students;
- 2.18 Staff members shall be familiar with details of the evacuation procedure for disabled students enrolled in their classes or having occasion to frequent their area in the school;
- 2.19 Each class shall be assigned assembly areas outside of the school. Care must be taken that these areas will not block fire hydrants or impede Fire Department operations. On arrival at outside assembly areas the class register/attendance records are to be checked to ensure the complete evacuation of all students. The Principal is to be notified immediately if any person is missing and shall notify the Hamilton Fire Department; and

- 2.20 No person is to re-enter the school building unless permission is granted by the Hamilton Fire Department.

## **STUDENTS**

- 2.21 Students shall follow student/teacher monitors in an orderly fashion along a predetermined exit route to the designated assembly area. There shall be no running, crowding, or pushing;
- 2.22 Students are not allowed to get their outdoor clothing from cloakrooms/lockers;
- 2.23 Students shall not attempt to extinguish a fire;
- 2.24 No student will be given the responsibility for evacuating disabled students; and
- 2.25 Students absent from the classroom at the time of the alarm shall join the nearest class and exit the building re-joining their class at the designated assembly area.

## **SCHOOL SECRETARY**

- 2.26 Immediately upon hearing the fire alarm signal the school Secretary and/or designate is to telephone Emergency - 911 - and report:
- school name;
  - school address;
  - that the fire alarm is sounding; and
  - the name of the person making the call and any other pertinent information regarding the situation.

The school office shall evacuate with the school taking with them evacuation and receiving kits. Secretaries shall take the attendance records with them when evacuating and report to the Principal and/or Fire Department personnel any persons left in the building or unaccounted for who may be endangered and need rescuing;



## CUSTODIAN

- 2.27 The Custodian shall meet with the Hamilton Fire Department Personnel upon their arrival with all necessary keys. The must also:
- a. Be available to assist authorities with information on building or entries as required;
  - b. Be trained on the operation of fire protection equipment/life safety systems so as to be able to maintain it as per the fire code;
  - c. Assist with an evacuation as needed during after-hours; and
  - d. Contact Plant Operations if requested. ***Only Plant Personnel may shut off utilities/Plant, gas, power, boilers and fans etc.;***

## AFTER HOUR COMMUNITY USERS

- 2.28 Community Use or School (CUS) department will ensure a copy of this FSP is provided to every after hour user. Users will digitally sign off with an online acknowledgement of having received the FSP from the CUS department;
- 2.29 Representatives from each after hour user group must participate in annual training of this FSP. It is the responsibility of the person attending that mandatory training to communicate the content of that training to each person within their organization that oversees activities in board facilities;
- 2.30 After hour users are responsible to create their own FSPs for evacuation of persons with disabilities;
- 2.31 Every after hour user is expected to carry a form of communication e.g. cell phone to facilitate a call to 911 if required; and
- 2.32 Emergency fire procedures for all staff, students and visitors, including emergency phone numbers, will be posted in a conspicuous place which will include the hallway and gymnasium as outlined on page 5.