



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

# FIRE SAFETY PLAN

Revised October 31, 2022

## INDEX

<u>SUBJECT</u>	<u>PAGE</u>
Introduction	5
Objectives	5
Purpose	5
General procedures for all staff, students and visitors	5
Fire considerations in portable classrooms	6
Occupant Fire Emergency Procedures	7
Responsibilities	7
Principals	7
Teaching Staff	12
Students	13
School Secretary	14
Custodian	14
Facilities / Plant Department	15
After Hour Community Users	16
Appendix A – Fire Safety Resource Guide	17
After Hour Community Users	18
Alterations / Renovations to Schools	18
Battery Collection / Environmental Initiative	19
BBQ Propane Tanks	19
Candles and Live (Open) Flames	19
Commercial Cooking & Service Equipment Maintenance	20
Commercial Kitchens	21

---

Corridor Bench	21
Electromagnetic Hold Open Devices	22
Evacuation Cards	22
Evacuation of Non-Ambulatory Persons (Evacuation Chairs)	22
Exits and Exit Doors	24
Exit Stairways / Stairwells	24
Fines For Non-Compliance	25
Fire Access Routes	25
Fire Drills	26
Fire Safety Plan	26
Fire Separation Doors	27
Fire Watch	28
Fireworks and Pyrotechnics	29
Flags	29
Flammable & Combustible Liquids	29
Food Drive / Clothing Drive	30
Gymnasium Non-Fixed Seating	30
Holiday (Decorations, Hay, Lights, Nativity Scenes, Thanksgiving, Trees)	31
Hot Work	33
Life Safety Systems And Equipment (Common To Every School)	33
Lockdown	36
Lost and Found	36
Occupancies in Corridors, Foyers, Forums	37
Occupant Loads	37

Recycling	39
Sleeping Accommodations in Schools	40
Snow Blower	41
Stage (Curtains, Used As A Classroom)	41
Stair Lift	42
Stop Signs	42
Summer Cleaning Corridor Access	42
Training	43
Utilities Issue – Natural Gas Leak	43
Vending Machines	44
Wall Coverage in Schools	44
Wall Mural Painting	45
Waste Containers (Receptacles)	46
Appendix B – Fire Watch Resource Documents	48
Fire Watch - Log Sheet	49
Fire Watch - Life Safety System Shutdown Fire Department Notification	50
Appendix C – Non-fixed Seating	51
Sample Layout (aisles, eating arrangement)	52
Appendix D – Occupant Fire Emergency Procedures	53
Fire Safety Plan – Procedures For Occupants	53
Appendix E – Staff / Student Emergency Response Plan	55
Appendix F – Wall Coverage In Schools	60
Combustible Artwork On Corridor Walls	61
Appendix G – When In Doubt Emergency Quick Reference Flip Chart	62
Appendix H – Within 48 Hours Emergency Event/Incident Report Form	74

# **FIRE SAFETY PLAN**

## **1. INTRODUCTION**

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

## **2. 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.

## **3. PURPOSE**

This HWCDSB approved FSP is a requirement of the Ontario Fire Code. It includes the main and supporting Appendix pages of this document. The primary purpose of the FSP is the protection of life. Refer to the Appendix for additional supporting details.

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

4.1 The HWCDSB FSP is applicable at all times when HWCDSB buildings are 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 shall 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.

4.2 ANY person detecting smoke or fire shall immediately sound the alarm by activating the fire alarm system using the nearest manual pull station.

4.3 After sounding the alarm and evacuating the building, the person discovering the fire shall communicate to the school office staff (Principal or Designate), the available fire information.

4.4 Upon hearing the alarm signal, all activities shall stop. All staff, students and visitors shall evacuate the building using the nearest safe exit or alternate exit.

4.5 Upon hearing the alarm signal, the Hamilton Fire Department will be notified by the school Secretary or Designate from a safe location, by dialling 911 and giving the school's address.

4.6 All staff should be familiar with the use and location of portable fire extinguishing equipment

located throughout the school. The priority is to safeguard human life.

Staff members in charge of students shall **NOT** attempt to extinguish a fire unless the fire blocks their path of travel, preventing the safe egress of staff / students and alternative exiting / shelter in place options are not possible due to the smoke / fire condition.

If safe to do so, after sounding the alarm with building evacuation initiated, staff members not in charge of students may choose to attempt to confine / control / extinguish a small, incipient fire. At any time if smoke or fire threatens the safety of the operator, stop, close the door of the area to contain spread of fire and smoke. Leave the building.

- 4.7 The fire alarm system shall not be silenced until authorized by the Hamilton Fire Department. No person shall re-enter the school building unless permission is granted by the Hamilton Fire Department.
- 4.8 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 shall be contacted at the non-emergency number (905-546-3333) and a notice clearly posted in the building to advise all occupants.

Supervisory staff shall be notified of the shutdown. Fire Watch rounds of the affected area(s) shall be conducted every 60 minutes while the building is occupied. A record of the Fire Watch rounds shall be maintained in the Fire Log Book. Refer to Appendix A & B.

- 4.9 Wherever possible, persons with disabilities shall occupy classrooms on the lower floors and their Emergency Response Plans reviewed annually (Appendix E). Supervisory staff shall be available on notification of a fire emergency, to fulfill their obligation to evacuate persons requiring assistance in case of fire. Refer to Appendix A Evacuation of Non-Ambulatory Persons (Evacuation Chairs).
- 4.10 For the safety of occupants, all HWCDSB building facilities shall be maintained and tested in accordance with the applicable sections of the Ontario Fire Code.
- 4.11 Supervisory staff shall be aware of their responsibilities for fire safety as noted in this FSP. They shall review the FSP as often as necessary and at a minimum, once every 12 months.
- 4.12 When discovered, fire hazards shall be addressed, reported to the Principal or Designate and corrective action taken to permanently resolve the hazard so it is not repeated.
- 4.13 Stair lifts will not be used in the event of a fire. Refer to Appendix A Evacuation of Non-Ambulatory Persons (Evacuation Chairs).
- 4.14 For other emergencies, refer to Appendix G – When In Doubt Emergency Quick Flip Chart or contact the HWCDSB Security monitoring company.

## **5. FIRE CONSIDERATIONS IN PORTABLE CLASSROOMS**

- 5.1 The FSP is applicable at all times when the portable classroom is occupied. The duties and responsibilities contained in the FSP shall be delegated to those persons responsible for all

activities held in the portable classroom.

- 5.2 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.
- 5.3 Where the portable classroom is NOT connected to the main school building fire alarm system, the supervisory staff in the portable must immediately evacuate all persons from the portable. Once in a safe location, the available information shall be communicated to the school office staff (Principal or Designate).
- 5.4 Should there be a fire in the school main building – a staff member shall be appointed to promptly notify the portable classroom occupants of the building fire condition. Portable classroom evacuation shall immediately commence.
- 5.5 On hearing the fire alarm signal, or receiving direction to evacuate the portable classroom, all activities shall stop. Staff, students and visitors shall evacuate the portable classroom using the nearest safe exit or alternate exit.

## **6. OCCUPANT FIRE EMERGENCY PROCEDURES**

- 6.1 At least one copy of the occupant fire emergency procedures titled Fire Safety Plan – Procedures for Occupants shall be prominently posted and maintained in a conspicuous location as follows:
  - Adjacent to each signed exit door which leads to the exterior;
  - Approximate midpoint of the corridor on each floor level of the school building;
  - Gymnasium;
  - In each portable classroom adjacent to the entrance door; and
  - In the secondary occupancy (i.e. Hamilton Public Library, Licensed Child Care Centre, etc.).
- 6.2 Refer to Appendix D for an example of the HWCDSB occupancy fire emergency procedures titled Fire Safety Plan – Procedures for Occupants.

## **7. RESPONSIBILITIES - PRINCIPAL**

The Principal, or Designate, will:

- 7.1 Participate in all training on their roles and responsibilities.
- 7.2 To adhere to the HWCDSB approved Fire Safety Plan, and to support / instruct staff on its' implementation.

- 7.3 To instruct supervisory staff so they are aware of their responsibilities for fire safety as noted in this FSP. They shall review the FSP as often as necessary and at a minimum, once every 12 months. They shall post instructions to Teachers in each classroom, staff rooms and where appropriate.
- 7.4 Instruct staff and monitor school building egress conditions, so that at all times in the school building, a clear path of travel shall be maintained through all rooms.

Ensure fire hazards are addressed when discovered, reported to the Principal or Designate and corrective action is taken to permanently resolve the hazard so it is not repeated. For example:

At all times a minimum three-foot clearance shall be maintained in front of the electrical panels and a three-foot clearance maintained around the fuel-fired appliances.

No daisy chaining power bars.

No gasoline, propane or used batteries shall be stored inside the school building.

No extension cords shall be used as permanent wiring.

No use of lit candles at a school Gymnasium mass.

No use of unauthorized rooms for storage.

- 7.5 Monitor school building egress conditions so that exits are maintained unobstructed.

Ensure staff are aware and adhere to maintaining a clear path (i.e. 3 feet width) of travel through all rooms, including classrooms, at all times.

Evaluate and monitor school exits.

Select the designated exterior on-site assembly area with the safest available building distance in mind and consideration for how they would evacuate off-site from that area if necessary. The designated exterior on-site assembly area shall not block access to the fire hydrants, shall not be in an enclosed fenced area with no access to an open public thoroughfare / street) and shall not impede Hamilton Fire Department operations. Where possible, areas should be marked (i.e. permanent sign) with permanent signage to indicate the designated exterior on-site assembly area.

Assign a primary and secondary exit route from all classrooms and other school occupied rooms. Post the exit route instructions in these rooms.

Discuss with supervisory staff their expectations for staff, class and student fire drill behaviour.

Provide clarification how not permanently occupied rooms / spaces (i.e. chapels, cloakrooms, locker rooms, special activity rooms, washrooms, etc.) will be checked during



the building evacuation of occupants. All teaching staff are responsible for the clearance of students from their particular classroom. The Principal or Designate is **NOT** expected to conduct a secondary check of every classroom in the school as part of the building evacuation. This is unsafe and unnecessary especially because of forthcoming sections 8.4, 8.7, 8.8, 8.11 and 9.6. How best to check the rooms not permanently occupied rooms / spaces swiftly and safely should be discussed by the Principal with staff so expectations and assignment of responsibilities are clear, transparent and understood.

- 7.6 Reinforce the purpose of the fire drill is to practice how to safely evacuate the school in the event of a fire or other emergency.

Explain the evacuation procedure to supervisory staff, identifying the exit routes, discussing primary exits, secondary exit and the exterior on-site assembly area. Included in this discussion, in the event the designated exterior on-site assembly area also requires evacuation to the alternate off-site evacuation location (i.e. Church, neighbouring school), identify process and procedure.

Direct Teachers to introduce / review school fire drill participation with their class at the onset of the school year. The goal is to help students learn / remind them of the fire drill purpose and how / why not to crowd, disengage, hide, push, run and wander during the drill.

Remind staff members to ensure there are no students remaining in the room and that the classroom door is closed as they exit.

Explain the protocol that Teachers lead their class out of the room / building, from behind during a fire drill and fire emergency. Teaching staff at the end of their evacuating class line, next to their last student ensures students don't inadvertently wander or accidentally get left behind. It provides the Teacher with a clear view of their class to observe the class egressing and can make adjustments as necessary if fire or smoke conditions are identified. Emphasize that it is the primary responsibility of each Teacher to ensure that all students from their classroom have left the building.

- 7.7 Identify alternate pathways to ensure that entrances and exits are fully accessible for persons with disabilities.

Familiarize staff members with details of the evacuation procedure for disabled students enrolled in their classes or having occasion to frequent their area in the school. Refer to Appendix A Evacuation of Non-Ambulatory Persons (Evacuation Chairs) and Appendix E Staff Emergency Response Plan.

- 7.8 For staff and students with disabilities, ensure the Special Education Resource Teacher (S.E.R.T) or Designate has a copy of the Staff / Student Emergency Response Plans and have available to the members of the Hamilton Fire Department when they arrive.

The Staff / Student Emergency Response Plans outlines the resource information and persons trained to use an Evacuation Chair to evacuate persons with disabilities or if these persons will be sheltered in place.

**Supervisory staff shall be available on notification of a fire emergency, to fulfill their**

## **obligation to evacuate persons requiring assistance in case of fire.**

The S.E.R.T or Designate will communicate to the Hamilton Fire Department upon their arrival, the location of any staff/students that are sheltered in place. See Appendix E for a copy of the template.

- 7.9 Review and adjust the school evacuation procedures where necessary to address particular disabilities and needs of persons with disabilities attending the school. Refer to Appendix A Evacuation of Non-Ambulatory Persons (Evacuation Chairs).
- 7.10 Apply accommodations as needed, providing they do not adversely impact the evacuation process / flow and supervisory staff responsibilities. Examples include a student with Special Needs wearing noise reducing hearing protection and / or students with sensitive hearing covering their ears as they proceed with building evacuation. If evacuation is unimpeded, the Hamilton Fire Department has no objections to these accommodations.

As referenced above in 7.6, there are circumstance where staff/students may need to be sheltered in place.

If during a fire drill, a student with an exceptionality / challenge is identified as opposing building evacuation (i.e. drops to the floor, refuses to leave etc.) when discovered recommended action is as follows:

- Per the Ontario Fire Code, schools are mandated to conduct total evacuation fire drills. All student must partake in these drills. Shelter-in-place with a designated supervisory staff at the time of the drill is permitted as part of this FSP. Post first occurrence, a Student Emergency Response Plan must be developed.
- Follow up action includes stakeholder consultation with the HWCDSB so strategies can be developed to support the student and school staff.

Consultation may include Principal, Vice Principal, S.E.R.T., Classroom Teacher, Education Assistant (as applicable), HWCDSB representative, the child's Parents / Guardians, etc. to identify and discuss the issue. Shelter-in-place the last resort. Every effort should be made to have no student shelter-in-place.

- Advise appropriate School supervisory staff so they are available on notification of a fire emergency, to fulfill their obligation to evacuate the student who requires assistance, to the shelter-in-place location acceptable to the HWCDSB and remain with the student.
- Practice during the fire drills, how the S.E.R.T and / or Designate would communicate to the Hamilton Fire Department upon their arrival, the location of this supervisory staff with student sheltering-in-place.
- Include this accommodation at the Identification, Placement and Review Committee (IPRC) meeting and reference in the student's Individual Education Plan (IEP) as applicable. One of the IEP goals could be to evacuate with the class upon hearing

the fire alarm system audible alarm.

- 7.11 Prior to conducting the fire drill, contact the HWCDSB Security monitoring company and Hamilton Fire Department non-emergency number (905.546.3333). Advise both that a fire drill will be conducted. After the fire drill contact both to advise the fire drill is complete.
- 7.12 Maintain a record of the fire drills in the school Fire Log Book.
- 7.13 Conduct total evacuation fire drills three times in each of the Fall and Spring terms. If the school is in session during the Summer, fire drills shall be conducted at least three times or at least once a month during the Summer period it is in session, whichever is less. Refer to Appendix A for details.
- 7.14 Conduct both announced and unannounced total evacuation fire drills. The Principal or Designate shall utilize their professional judgement to determine when to provide advance fire drill notice and to whom, as they deem necessary. At least one unannounced total evacuation fire drill must be conducted in each Fall and Spring term.
- 7.15 Vary fire drills. Examples for consideration may include direct staff to use their primary exits, direct staff to use their secondary exits, use a volunteer to stand in front of an exit indicating it's "blocked by fire" to force occupants to re-direct, conduct a fire drill during the least supervised part of the day like the Nutrition Break, conduct a fire drill from a whole school gymnasium assembly, conduct a fire drill facilitated entirely by the designate in the presence of the Principal to supervisor and offer guidance / support as needed, etc.
- 7.16 Audit each fire drill to note full use of exit facilities, evacuation time, exit flow, supervisory staff execution of their assigned fire safety responsibilities, utilization of both sides of school exit stairwell, etc.
- 7.17 Provide feedback to staff and students on their fire drill success and areas for improvement (as applicable) to ensure responsibilities as outlined in this FSP are followed.

Support school supervisory Teaching staff with the identification and education of class / student fire drill behaviour.

- 7.18 Upon discovery that fire protection equipment (i.e. fire alarm system, sprinkler systems, stand pipes, emergency power systems etc.) is shutdown, the Hamilton Fire Department non-emergency telephone number shall be contacted and a message left to advise of the shutdown. Upon restoral of the fire protection equipment, a return call shall be made to advise same.

Notify supervisory staff of the fire protection shutdown. Post a notice in a conspicuous location throughout the school, including at the front entrance door, to advise occupants of the fire protection equipment shutdown.

Ensure Fire Watch rounds are made of the affected areas every 60 minutes while the building is occupied.

Ensure a record of the Fire Watch rounds are maintained in the school Fire Log Book.

Refer to Appendix B.

- 7.19 Within 48 hours, submit an Emergency Event/Incident Report form to the HWCDSB Chairperson of the Emergency Preparedness Committee. Refer to Appendix H – Within 48 Hours Emergency Event/Incident Report Form for template details.

## **8. RESPONSIBILITIES – TEACHING STAFF**

Teaching staff will adhere to the following:

- 8.1 Training participation on their roles and responsibilities.
- 8.2 Staff members in charge of students shall **NOT** attempt to extinguish a fire; unless required to assist with facilitating the safe egress of students,
- 8.3 Upon hearing the fire alarm system alarm sound, all work shall stop. Motors or other equipment shall be shut down.
- 8.4 Staff members shall aid in the evacuation of all occupants.
- 8.5 During a fire drill, fire or other emergency event, before exiting the room, Teaching staff shall ensure that there are no students remaining. Once confirmed, close the room door and exit the building.
- 8.6 Teaching staff shall review the evacuation procedure, including primary and secondary exit routes from their class and the exterior on-site assembly area.
- 8.7 At the onset of the school year, all Teachers shall introduce / review school fire drill participation with their class. The purpose of the fire drill is to practice how to safely evacuate the school in the event of a fire or other emergency. The goal is to help students learn / remind them of the fire drill purpose and how / why not to crowd, disengage, hide, push, run and wander during the drill.
- 8.8 Teachers lead their class out of the room / building, from behind during a fire drill and fire emergency. Teaching staff at the end of their evacuating class line, next to their last student ensures students don't inadvertently wander or accidentally get left behind. It provides the Teacher with a clear view of their class to observe the class egressing and can make adjustments as necessary if fire or smoke conditions are identified.

Teacher to ensure that all students from their classroom have left the building.

- 8.9 During an evacuation, Teachers shall take the attendance records with them. Once assembled at the on-site exterior assembly area, Teachers shall report to the Principal and/or Fire Department personnel any persons unaccounted for.

It is the primary responsibility of each Teacher to ensure that all students from their classroom have left the building.

- 8.10 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.
- 8.11 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. Refer to Appendix A Evacuation of Non-Ambulatory Persons (Evacuation Chairs).
- 8.12 Each Teacher shall be assigned by the Principal, a designated on-site exterior assembly area to assemble with their class in the event of a school building evacuation. The designated exterior on-site assembly area shall not block access to the fire hydrants, shall not be in an enclosed fenced area with no access to an open public thoroughfare / street) and shall not impede Hamilton Fire Department operations.
- 8.13 On arrival at the designated exterior on-site assembly area, the Teacher shall check the class register / attendance records to ensure the complete evacuation of all students. Teaching staff shall immediately notify the Principal upon discovery of a missing person(s). The Principal shall communicate this information to the Hamilton Fire Department.
- 8.14 No person shall re-enter the school building unless permission is granted by the Hamilton Fire Department.
- 8.15 Teaching staff must turn off the Christmas lights when their classroom is unoccupied, including at the end of the school day. Teaching staff are not to defer their responsibility to Custodial staff for turning off / disconnecting their classroom Christmas lights.

## **9. RESPONSIBILITIES – STUDENTS**

In the event of a fire alarm system activation / emergency building evacuation:

- 9.1 Students shall follow the direction of their Teacher or Designate. Student building evacuation shall be in an orderly fashion, along a predetermined route using the nearest, safe exit, to the designated exterior assembly area.
- 9.2 Students are not allowed to get their outdoor clothing from cloakrooms/lockers.
- 9.3 Students shall not attempt to extinguish a fire.
- 9.4 No student will be given the responsibility for evacuating disabled students.
- 9.5 No student will be assigned a responsibility that will delay their building evacuation. Students will not be assigned the duty of holding doors open for other students to pass through during a fire drill, fire or other emergency.
- 9.6 No student will be the last person to evacuate a classroom.
- 9.5 Students absent from the classroom at the time of the alarm / building evacuation shall join the nearest class and exit the building re-joining their class at the designated assembly

area.

- 9.6 As referenced above in 7.8, accommodations may be applied as needed, providing they do not adversely impact the evacuation process / flow and supervisory staff responsibilities. Examples include a student with Special Needs wearing noise reducing hearing protection and / or students with sensitive hearing covering their ears as they proceed with building evacuation. If evacuation is unimpeded, the Hamilton Fire Department has no objections to these accommodations.

## **10. RESPONSIBILITIES – SCHOOL SECRETARY**

The School Secretary shall participate in all training on their roles and responsibilities.

Upon hearing the fire alarm signal:

- 10.1 The occupants of the school office shall evacuate the building using the nearest, safe exit.
- The Secretary and / or Designate shall take with them the Attendance Record along with the Evacuation And Receiving Kits when evacuating.
- 10.2 From a safe location, the school Secretary and/or Designate shall telephone Emergency - 911 and report:
- school name and address;
  - that the fire alarm is sounding;
  - the name of the person making the call; and
  - any other pertinent information regarding the situation.
- 10.3 The Secretary shall 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;

## **11. RESPONSIBILITIES – SCHOOL CUSTODIAL STAFF**

- 11.1 To perform required checks, tests, inspections and maintenance of school building Life Safety Systems and Equipment as specified within the Ontario Fire Code.
- 11.2 To participate in all training on their roles and responsibilities.
- 11.3 To advise Supervisor if additional training is required to fulfill their appointed fire safety duties and responsibilities.
- 11.4 To maintain communication with the Principal regarding school building egress conditions, so that at all times in the school building, a clear path of travel is maintained through all rooms, a minimum three-foot clearance is maintained in front of the electrical panels and a

three-foot clearance is maintained around the fuel-fired appliances.

- 11.5 To arrange for repairs, monitor the repair progress status and record repair completion.
- 11.6 To ensure the operation of the school Life Safety Systems and Equipment.
- 11.7 To practice their role of meeting the Fire Department with keys, during each fire drill.
- 11.8 To assist the Principal as directed.
- 11.9 To meet the provisions of the Ontario Fire Code within their school building.
- 11.10 To manage and maintain an organized, orderly, up-to-date school Fire Log Book.
- 11.11 Upon hearing the fire alarm signal the Custodian shall meet with the Hamilton Fire Department Personnel upon their arrival with all necessary keys. They must be available to assist authorities with information on building or entries as required.
- 11.12 If safe to do so, Custodial staff may assist with an evacuation as needed, during after-hours providing it does not delay meeting the responding Hamilton Fire Department with keys;
- 11.13 School Custodial staff shall be trained on the operation of Life Safety Systems and Equipment in their school building, so they can conduct required check, test and inspection in accordance with the applicable sections of the Ontario Fire Code;
- 11.14 School Custodial staff shall maintain the Fire Log Book in an orderly manner. Written Life Safety Systems and Equipment records shall be maintained in the school Fire Log Book for at least two years and shall be made available upon request for viewing; and
- 11.15 If requested to shut off utilities, school Custodial staff shall contact HWCDSB Facilities/ Plant Operations. Only Plant Personnel may shut off utilities, gas, power, boilers, fans etc.

## **12. RESPONSIBILITIES – FACILITIES / PLANT DEPARTMENT**

- 12.1 The Facilities and Plant Department shall participate in all training on their roles and responsibilities.
- 12.2 Some of these duties may be performed by licensed contract services.
- 12.3 To provide the necessary resources to ensure school occupant and building safety.
- 12.4 To facilitate required annual inspections, certifications, and repair of fire and life safety systems / equipment as specified within the Ontario Fire Code.
- 12.5 To ensure that twenty-four (24) hour fire monitoring of the school is in place.
- 12.6 To respond to the repair requests of the school.
- 12.7 To ensure the reliable operation of school building fire and life safety systems / equipment.

12.8 To respond to the repair requests / deficiencies noted during a school building inspection by the Hamilton Fire Department.

### **13. RESPONSIBILITIES – AFTER HOUR COMMUNITY USERS**

13.1 Community Use or School (CUS) Department will ensure a copy of this HWCDSB approved 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.

13.2 Representatives from each After Hour Community User group must participate in annual training of this FSP.

It is then the responsibility of the trained group representative, to conduct mandatory training to each person within their organization prior to their participation in any activities at a HWCDSB facility.

13.3 After Hour Community Users are responsible for the evacuation of persons with disabilities, present in HWCDSB facilities for their After Hour Community Use program activity.

13.4 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

13.5 It is the HWCDSB's expectation that After Hour Community Users shall adhere to the approved Fire Safety Plan, posted Hamilton Fire Department capacity card and posted Occupant Fire Emergency Procedures. At no time shall they obstruct exits.





Hamilton-Wentworth  
Catholic District School Board

# APPENDIX A – FIRE SAFETY RESOURCE GUIDE



## **HWCDSD FIRE SAFETY RESOURCE GUIDE**

### **AFTER HOURS COMMUNITY USERS**

Community School Use (CSU) Department will ensure a copy of the HWCDSD approved Fire Safety Plan is provided to every after-hour user. The users will submit written acknowledgment of receiving the plan to the CSU Department.

Representatives from each after hour user group must participate in annual training of this plan. Content of the training must then be communicated to all user groups through the representative.

After Hour Community Users are responsible for the evacuation of persons with disabilities present at their After Hours Community Use program activity.

Every After Hours Community User is expected to carry a form of communication e.g. cell phone to facilitate a call to 911 if required.

It is the HWCDSD's expectation that After Hour Community Users shall adhere to the approved Fire Safety Plan, posted Hamilton Fire Department capacity card and posted Occupant Fire Emergency Procedures. At no time shall they obstruct exits.

### **ALTERATIONS / RENOVATIONS TO SCHOOLS**

Per the City of Hamilton Building Division, a building permit is required to erect install extend or repair a building, demolish all or part of a building, and perform construction or alterations that result in a material change to a building or an accessory structure.

Prior to removing or constructing a wall, removing a door or its' ULC listed self-closing device, installing stage drapes / a folding partition wall / an electromagnetic hold open device, installing new devices connected to the fire alarm system, installation of a stair lift or constructing a new storage room within an existing room, be advised a building permit may likely be required. Retain a copy of the building permit which corresponds with the alteration / renovation in the school Fire Log Book, available for review upon request.

The City of Hamilton Building Division is the Authority Having Jurisdiction on the new addition / alteration / renovation work conducted under a building permit.

The Hamilton Fire Department is the Authority Having Jurisdiction on the existing occupied school building that the new addition / alteration / renovation work is being conducted on / to.

In the planning stage of the new addition / alteration / renovation, the HWCDSD Construction Project Manager and / or Architect shall advise the Hamilton Fire Department of the project prior to the building application. This way the Chief Fire Prevention Officer has an opportunity to provide

comment on the scope of the work relative to life safety issues (as applicable), which can be then be included in the HWCDSB's building permit application.

## **BATTERY COLLECTION / ENVIRONMENTAL INITIATIVE**

The HWCDSB supports schools participating in a battery collection / environmental initiative. Please be advised that the collection of batteries, even on a temporary basis creates a hazard the school buildings were not designed for. Therefore regarding school battery recycling programs and the temporary collection / storage of donated batteries on HWCDSB property, the HWCDSB received the following direction from the Hamilton Fire Department:

In consultation with the Ontario Fire Marshal staff, the schools' battery recycling program is to be encouraged but the placement of the 45 gallon drums used to accumulate the spent dry cell batteries inside the school building, cannot be approved at this time.

Per the 2015 Ontario Fire Code Division B:

- 2.1.2.2. 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.

To reduce the hazard, placement of the drums cannot be in a room inside the school building. Placement must be outside the school building, in an outdoor storage facility.

## **BBQ PROPANE TANK**

Propane tanks (i.e. for BBQ use) must be stored outdoors at all times. Propane tanks shall not be stored in school buildings, outdoor sheds, etc. A secured frost fenced area (similar to those at fueling stations) may be used to store propane tanks on school property.

## **CANDLES AND LIVE (OPEN) FLAMES**

Per the 2015 Ontario Fire Code Division B:

- 2.1.2.2. 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.
- 2.4.4.1.(1) Prohibits open flames in buildings used for public assembly in a manner which creates a fire hazard.
- 2.4.4.1.(3) Indicates decorative and lighting devices with open flames may be used if they are securely supported in non-combustible holders, located, and protected so that the combustible materials will not come in contact with or be ignited by the flame; approval required.

- **Candles**

Principals be aware, having students in close proximity to an ignition source such as a lit candle in their school building (i.e. classroom, gymnasium mass, etc.) increases the risk of being burned. A student's clothing, hair, skin, etc. could come in direct contact with the candle flame.

The safer option to mitigate the risk of fire / burns is the use of flameless candles in school buildings i.e. during holiday events such as Easter, Advent, school mass, etc. For this reason, the HWCDSB in conjunction with the Hamilton Fire Department strongly recommends the use of flameless candles in school buildings.

If for some special circumstance a Principal determines a flame candle must be used for a school religious ceremony, the Principal shall first obtain approval in writing from the HWCDSB.

- **Secondary School Classroom Live (Open) Flame Use**

While under the supervision of a trained Secondary School Teacher / Designate Instructor only, controlled live (open) flame use is permitted as necessary per the Ontario Ministry of Education Curriculum, in designated Secondary School rooms (i.e. Science rooms, Industrial shops, Labs etc.).

All Science rooms, Industrial shops and Labs with live (open) flame use shall be equipped with a portable fire extinguisher with a minimum 2A10BC rating, master gas shut-off valve, and staff training.

Procedures for shutting off the gas supply lines shall be established and all staff must be trained on these procedures prior to being given responsibility for the class area.

Refer to the Flammable And Combustible Liquids section below for additional precautions.

## **COMMERCIAL COOKING & SERVICE EQUIPMENT MAINTENANCE**

There are two (2) routine components to maintaining this equipment. This section applies to school buildings equipped with commercial cooking and service equipment (i.e. Secondary School Cafeteria). Written records shall be maintained for at least two years and shall be made available upon request for viewing. Retain a copy of these records in the school Fire Log Book.

### **1. Monthly**

Each month, the Custodian shall visually check hoods, filters, ducts and suppression systems. Also check that local suppression system is fully charged. Ensure filters are in place and equipment is free of grease build-ups.

Refer to the school Fire Log Book record sheet Service Equipment & Commercial Cooking Equipment. Record the condition and any remarks into the log chart, date and sign. Communicate

any deficiencies to the Supervisor of the food service providers (i.e. Beaver Foods).

The Custodian shall monitor that the corrective measures have been made to resolve the deficiencies and maintain communication with their school Principal, Area Supervisor and as applicable the HWCDSB Facilities / Plant Department, if no deficiency progress is made.

## **2. Semi-Annual**

Commercial Cooking Equipment Systems Exhaust & Fire Suppression Systems shall be inspected and certified semi-annually.

This requirement will be performed by a qualified contractor through the agreement with the food service provider.

A certificate of compliance will be issued by the contractor and provided to the Supervisor of the food service provider.

## **COMMERCIAL KITCHENS**

All new commercial cooking appliances shall be equipped with ventilation and fire protection in compliance with NFPA 96. Cooking equipment that has been listed in accordance with UL 197 or equivalent standard for reduced emission shall not be required to be provided with an exhaust system. Appliances are not permitted in classrooms.

All staff and students involved in the use of commercial cooking facilities (Culinary Arts) shall be fully trained in the operation of the fire suppression system and portable fire extinguishers prior to being permitted to operate the cooking appliances. Instruction for manually operating the fire extinguishing system is to be posted conspicuously in the Kitchen area.

Written records of all training shall be maintained on site and available upon request of the Hamilton Fire Department. Documentation of training for students shall be included in the academic records for the class.

## **CORRIDOR BENCH**

If needed, one fixed non-combustible bench for visitor use, located in the corridor / foyer adjacent to the to the administrative main Office area may be approved for use at the school building.

The bench cannot impede egress or adversely reduce the required exit width of the corridor.

Its' construction may be wood or metal (no fabric). It cannot have a storage component or any upholstered features.

Prior to purchase / installation, the Principal is requested to contact the HWCDSB Facilities / Plant Department to advise.

## **ELECTROMAGNETIC HOLD OPEN DEVICES**

In cases where fire doors or fire separation doors are designed to remain open, electromagnetic hold open devices shall be installed under permit from the City of Hamilton Building Services Division.

These doors may include washroom doors, corridor doors, stairwell doors etc. Electromagnetic hold open devices shall be installed in conformance with NFPA 80.

During a fire alarm activation, all doors equipped with electromagnetic magnetic hold open devices must release, close and latch. Note device location / operation on monthly Fire Alarm System test.

Building permits must be obtained in all cases prior to the new installation of these devices. Retain a copy of the building permit which corresponds with the electromagnetic hold open device installation in the school Fire Log Book, available for review upon request.

## **EVACUATION CARDS**

Evacuation cards shall be bright yellow with contrasting lettering and shall be a minimum 8.5 x 11 inches in size. Each card will identify the nearest primary and secondary exit route from that room's location. Teaching staff shall be aware of their content and apply it during the school fire drills.

Evacuation cards shall be posted in each classroom, Cafeteria, Library, Gym and Office Area. They shall be located at eye level, adjacent to the room's exit door and be clearly visible at all times. They shall not be obstructed by art or other items. Replacement Evacuation Card stock / supply can be obtained by a written request to the Facilities / Plant Department.

## **EVACUATION OF NON-AMBULATORY PERSONS (EVACUATION CHAIRS)**

The safe evacuation of all occupants is the responsibility of the Principal / Designate. Special emergency procedures including provisions for evacuating persons requiring assistance shall be prepared, approved and implemented.

The HWCDSB will work with each school to ensure compliance with this requirement at each applicable school. The Principal / Designate Supervisor shall appoint and organize designated supervisory staff to carry out fire safety duties for persons requiring assistance in case of fire.

The approved Fire Safety Plan shall be reviewed when there are any changes to the school population or structure that may affect the ability of persons requiring assistance to evacuate.

The Principal / Designate Supervisor shall train supervisory staff with delegated responsibility and instruct other occupants on responsibilities with evacuating persons requiring assistance in case of fire.

**Supervisory staff shall be available on notification of a fire emergency, to fulfill their obligation to evacuate persons requiring assistance in case of fire.**

Approved evacuation staging areas may be utilized to assemble persons requiring assistance while preparing for evacuation.

The following criteria must be achieved and maintained with respect to Evacuation Chairs:

1. If the storage location is in a means of egress (i.e. stairwell) the Hamilton Fire Department must have provided approval prior to the installation.
2. All Stairwells in this school building, must be maintained clear of combustibles.
3. The Evacuation Chair installation and use complies with the Evacuation Chair model User Manual.
4. No occupant egress obstruction or reduction in the required exit width will occur from:
  - a) The storage of the Evacuation Chair.
  - b) The occupant transfer into the Evacuation Chair.
  - c) The remaining mobility device.
5. The Evacuation Chair cover is non-combustible.
6. The HWCDSB approved Fire Safety Plan continues to reference the Evacuation Chair use protocol.
7. At least once in the Fall term total evacuation Fire Drill, the Evacuation Chair is used (a proxy is acceptable). This is required when the school has an Evacuation Chair. It is applicable regardless if an occupant works / is registered at the school who requires the device.
8. At least once in the Spring term total evacuation Fire Drill, the Evacuation Chair is used (a proxy is acceptable). This is required when the school has an Evacuation Chair. It is applicable regardless if an occupant works / is registered at the school who requires the device.
9. As applicable, the HWCDSB Staff / Student Emergency Response Plan is updated with this Evacuation Chair use information.

The Saver (Emergency Product Model SAVER Chair S-242T) Evacuation Chair is one model currently approved for use in HWCDSB school buildings.

At no time can the storage or use of the Evacuation Chair reduce the required exit width in stairwells or corridors.

The transfer of occupants to an Evacuation Chair shall not be conducted in a location or in a manner that will reduce the required exit width in stairwells or corridors while general evacuation of the building is occurring.

Wheelchairs or other assistive devices that are left after transferring occupants to an Evacuation Chair shall not obstruct or reduce the required exit width of stairwell or corridors while general evacuation is occurring.

NOTE: Large or motorized chairs or scooters shall be taken into consideration for their impact on exit width and obstruction of the means of egress.

## **EXITS AND EXIT DOORS**

Access to exits, exits and means of egress shall be maintained free of obstructions. Doors in these areas shall not be locked by any method that would prohibit or hinder the exiting of the area or building. Knob covers to prevent children from opening doors are not permitted as they require specialized knowledge to open. The placement of Stop Signs on near exit and access to exit doors is not approved. During winter months exit doors shall be cleared of snow / ice and salted. Per the 2015 Ontario Fire Code an access to exit, exit and means of egress are defined as follows:

- **Access To Exit**

Access to exit means that part of a means of egress within a floor area that provides access to an exit serving the floor area.

- **Exit**

Exit means that part of a means of egress, including doorways, that leads from the floor area it serves 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**

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 both exits and access to exits.

## **EXIT STAIRWAYS / STAIRWELLS**

Some schools may be using exit stair enclosures as a convenient location to temporarily store various combustible commodities. This is in contravention of the 2015 Ontario Fire Code Division B Sentence 2.4.1.1.(2)., which restricts combustible materials in a stairway / stairwell or other means of egress.

It should also be noted that the 2015 Ontario Fire Code Division B Sentence 2.7.1.7. (1) requires exits to be maintained free of obstructions. Even temporary storage in an exist stairway / stairwell could hinder occupant evacuation in the event of a fire emergency. Stairwells shall not contain any storage including but not limited to artwork, posters, banners, bulletin boards, mobile plastic



recycling bins, physed equipment, etc. Exit stair enclosures must be maintained free of combustible storage to ensure a safe haven for occupants evacuating during a fire emergency.

## **FINES FOR NON-COMPLIANCE**

The Fire Protection and Prevention Act has the provision where it makes it an offence to obstruct or interfere with an Assistant to the Fire Marshal in the exercise of his/her powers and duties.

Contraventions of the Ontario Fire Code, Fire Protection and Prevention Act may result in prosecution and fines for the HWCDSB, the Director of Education and / or the individual liable of the offence.

The maximum fine for an individual contravening the Ontario Fire Code is \$50,000 for the first offence.

The fine structure for a Corporation contravening the Fire Protection and Prevention Act is a maximum fine less than or equal to \$500,000 for the first offence and not more than \$1,500,000 for a subsequent offence.

Under the Fire Protection and Prevention Act, any person who removes a copy of an Inspection Order posted as required by the Fire Protection and Prevention Act without the approval of the Fire Marshal, a Fire Chief or an Assistant to the Fire Marshal is liable on conviction to a fine of not more than \$50,000 for the first offence and not more than \$100,000 for a subsequent offence.

The penalty for an individual convicted of failing to comply with an Inspection Order under the Fire Protection and Prevention Act is a fine of not more than \$20,000 for every day during which the default continues.

## **FIRE ACCESS ROUTES**

Designated Fire Access Routes shall be clearly identified with approved Fire Access Route signs. Any vehicle found in the approved designated Fire Access Route is subject to ticketing by local By-Law Enforcement Officers or being charged for obstructing a fire route in violation of the Ontario Fire Code. Vehicles are prohibited from loading or unloading in a No Stopping zone. During building renovations or construction, extra diligence is required regarding the placement of equipment, vehicles and supplies.

Per the 2015 Ontario Fire Code Division B Article:

2.5.1.3. Designated Fire Access Routes shall be maintained so as to be immediately ready for use at all times by Fire Department vehicles.

The Principal or their Designate, shall monitor their school building's designated Fire Access Route to ensure it is maintained for ready use by the Hamilton Fire Department especially during arrival and dismissal time.

2.5.1.4. Approved designated Fire Access Route signs shall be displayed to indicate Fire Access Routes.

A copy of the Fire Access Route designation documentation with enclosure shall be maintained in the school Fire Log Book. The Custodian shall monitor the condition of their school building's designated Fire Access Route signs to ensure they are maintained. Sun faded, damaged, etc. signs shall be replaced as necessary and reported to the HWCDSB Facilities / Plant Department. The Custodian will ensure the designated Fire Access Route signs shall be maintained clear of foliage and tree covering.

## **FIRE DRILLS**

Fire drills shall be held during operation hours when the school is occupied by students. Schools shall conduct total evacuation fire drills three (3) times in each of the Fall and Spring terms directed by the Principal / Designate Supervisor of the building only. If the school is in session during the Summer, fire drills shall be conducted at least three times or at least once a month during the Summer period it is in session, whichever is less.

The first Fall term evacuation drill shall be held early in the school year to ensure that students are familiar with proper evacuation techniques. Written records of all fire drills must be maintained and available on site for review upon request.

A reminder that prior to conducting a Fire Drill, contact PasWord at 905.522.6680, to put the system on test. Then contact the Hamilton Fire Department non-emergency telephone number at 905.546.3333. Press #6. Leave a voicemail message to advise the school fire alarm system shall be activated for a fire drill. Leave the date / time, your name / title and the school name / address.

When the Fire Drill is complete, contact PasWord and the Hamilton Fire Department non-emergency number again. Repeat process. Leave a voicemail message to advise the school Fire Drill is complete. Leave the date / time, your name / title and the school name / address.

## **FIRE SAFETY PLAN**

The HWCDSB approved Fire Safety Plan is applicable at all times when the school building is occupied with a responsible party available to perform the required fire safety duties and responsibilities.

At the onset of each school year in the Fall term, the Principal shall conduct with staff, a review of the HWCDSB approved Fire Safety Plan. All sections of this document shall be reviewed with staff as often as necessary but not less than every 12 months.

Further review will be conducted as often as necessary to assist staff with their Fire Safety Plan appointment, understanding, organization, training and instruction so they can carry out their fire safety duties and responsibilities.

It is the expectation of the HWCDSB that all staff and adult building occupants shall read the Fire

---

Safety Plan so that they are aware of their responsibilities for fire safety.

A complete copy of the approved Fire Safety Plan shall be located at the primary entrance to the school by the fire alarm panel for use by firefighters upon arrival during an emergency.

Any person given any responsibility identified in the HWCDSB approved Fire Safety Plan, shall be made aware of their duties under the Fire Safety Plan and shall receive training prior to assuming responsibilities.

Written records shall be maintained for at least two years and shall be made available upon request for viewing. Retain a copy of these records in the school Fire Log Book.

The school Fire Log Book shall include a copy of documentation citing school building specific approvals (i.e. Building Department maximum occupant load documentation, corridor vending machines, designated Fire Access Route approval letter with enclosure, Evacuation Chair approval letter with enclosure, Secondary School corridor refuse bins approval letter with enclosure, etc.)

## **FIRE SEPARATION DOORS**

Fire Separation doors shall not be blocked or wedged open at any time. Examples of common school building Fire Separation doors may include but are not limited to corridor entrance doors to the administrative main office, gymnasium, science classroom, service room, stage, stairwell, storage room, washrooms, etc. If Custodian and Principal are unclear if a door is a required Fire Separation door, then contact the HWCDSB Facilities / Plant Department for additional support.

Doors in corridors including washrooms, where it is necessary for safety reasons to keep doors open, may have electromagnetic hold open devices installed under a building permit issued by the City of Hamilton Building Division.

Fire separation doors may be held open when equipped with electromagnetic hold open devices, or where addressed in the approved Fire Safety Plan.

Each month the Custodian shall inspect and operate doors in fire separations to ensure that they function and are properly maintained.

Fire Separation record sheets are included in the school Fire Log Book. The Custodian shall enter the inspection date on the Fire Separation record sheet with signature. Deficiencies shall be noted and the HWCDSB Facilities / Plant Department contacted for repairs.

Written records shall be maintained for at least two years and shall be made available upon request for viewing. Retain a copy of these records in the school Fire Log Book.

Per the 2015 Ontario Fire Code Division B Article 2.2.3.4.:

- 2.2.3.4. (1) A door in a fire separation shall be kept closed when not in use.
- 2.2.3.4.(2) A door in a fire separation shall be checked as frequently as necessary to ensure that the door remains closed.

- 2.2.3.4.(3) Sentences (1) and (2) do not apply to
- (a) a door designed to close automatically in the event of a fire emergency, or
  - (b) a door for which an approved fire safety plan contains provisions for closing in the event of a fire emergency.
- 2.2.3.4.(4) A door in a fire separation shall be inspected monthly.
- 2.2.3.4.(5) A door opening in a fire separation and the areas surrounding the door opening shall be kept clear of anything that would be likely to obstruct or interfere with the free operation of the door.

Hazardous classrooms such as Science and Technology (except Art rooms which are addressed as normal classrooms), and Boiler / Service room doors must not be blocked or wedged open at any time.

## **FIRE WATCH**

A Fire Watch is implemented to ensure the fire safety of a building or area in the event of any act, (i.e. Hot Work), or situation that may pose an increased risk to persons or property. The term "Fire Watch" is used to identify a procedure for the detection of fire by person(s) designated when automatic detection systems are disabled.

A Fire Watch is required when:

- Hot Work is being performed; and
- In the event of temporary failure of a school Life Safety Systems and Equipment (i.e. Fire Alarm System, Generator, Sprinkler System, Standpipe System etc.) or where activities require the interruption of any fire detection, suppression or alarm system component.

Fire Watch shall include the following:

- Notification to the Hamilton Fire Department non-emergency telephone number at the onset and restoral.
- Posted notification to building occupants.
- Fire Watch personnel shall keep diligent Fire Watch for fires in the areas affected. The building shall be patrolled 60 minutes while occupied or if directed on a 24-hour basis, until the Life Safety System (i.e. Fire Alarm System, Sprinkler System, etc.) has been restored to normal operating condition. Each 60 minute patrol is to be recorded in the school Fire Log Book.
- Fire Watch personnel shall be familiar with facilities and procedures for sounding an alarm in the event of a fire and have a means of notifying the Hamilton Fire Department.
- Fire Watch personnel shall have fire extinguishing equipment readily available and be trained in its use.

- The quantity of personnel involved in the Fire Watch shall be adequate such that the affected area, and / or each floor level, room (i.e. common areas, industrial rooms, locker rooms, mechanical rooms, offices, other fuel fired appliance rooms, public corridors, service rooms, stairwells, storage rooms etc.) are patrolled as applicable during the Fire Watch.

Refer to Appendix B for Fire Watch resource support documents. Fire Watch record sheets are included in the school Fire Log Book. The Custodian or Designate shall enter the required information on the record sheet with signature.

The Custodian shall monitor that the corrective measures have been made to resolve the deficiencies and maintain communication with their school Principal, Area Supervisor and as applicable the HWCDSB Facilities / Plant Department, on the Fire Watch status including if no repair progress is made.

Written records shall be maintained for at least two years and shall be made available upon request for viewing. Retain a copy of these records in the school Fire Log Book.

## **FIREWORKS AND PYROTECHNICS**

The use of fireworks and pyrotechnics is strictly prohibited in, or on school grounds of any HWCDSB building.

## **FLAGS**

All flags must be secured to wall preferably in a recessed part of the foyer.

## **FLAMMABLE & COMBUSTIBLE LIQUIDS**

Per the 2015 Ontario Fire Code Part 4 Flammable & Combustible Liquids Section 4.2 Container Storage And Handling application, 4.2.1.1.(2)(e) exempts this Section application to the storage, handling and use of flammable liquids or combustible liquids of alcohol-based hand sanitizer products that have a capacity of not more than 1.2 L and that are in use.

Flammable and combustible liquids are often used in Secondary School Science classrooms (laboratories). A school Science classroom (laboratory) shall conform to the following requirements of the 2015 Ontario Fire Code Division B:

4.12.4.1.(3) Personnel working in laboratories shall be trained in the safe handling of flammable liquids and combustible liquids.

4.12.4.1.(4) Measures shall be taken to prevent access to laboratories by unauthorized persons.

School personnel are prohibited from conducting demonstrations using flammable and combustible liquids unless the proposed activity is necessary per the Ontario Ministry of Education Curriculum and they have been appropriately trained. HWCDSB staff training shall include but is not limited to:

- A review of the OFM-TG-01-2011 (Office of the Fire Marshal “Handling Flammable and Combustible Liquids in School Laboratories March 2011) Guideline.
- WHMIS (Workplace Hazardous Materials Information System) review.
- An appreciation that Safety Data Sheet (SDS) information must be adhered to.
- Awareness of appropriate demonstration equipment, and protective clothing.
- Awareness of the need to have appropriate extinguishing equipment nearby.
- How best to inform students so they are informed of the risks of handling flammable and combustible liquids.
- How to read (SDS) records for any flammable and combustible liquids to be used in the Laboratory.
- HWCDSB procedures established detailing each demonstration where flammable and combustible liquids will be used. Science experiments in classroom must be confined to the installed fume hood installed.
- The implementation of the HWCDSB approved Fire Safety Plan.
- The use of classroom extinguishing equipment.

### **FOOD DRIVE / CLOTHING DRIVE**

Do not store collected food, clothing items etc. in any part of the school corridor or foyer.

The corridor and foyer form part of the access to exit and must remain clear.

Suggested areas to temporarily store donated food and clothing drive items include the stage (if sprinklered) or corner of the gymnasium.

### **GYMNASIUM NON-FIXED SEATING**

Non-fixed row seating in the school’s large assembly area (i.e. Gymnasium) shall be arranged as described below per the 2015 Ontario Fire Code Division B:

2.7.1.6.(1) Non-fixed row seating in an assembly occupancy shall be arranged as described in Sentences (2) to (8).

2.7.1.6. (2) Aisles leading to exits shall be provided so that there are not more than seven seats between any seat and the nearest aisle. Refer to Appendix C Non-Fixed Seating Arrangement for sample layout.

2.7.1.6.(3) The minimum clear width of aisles shall be at least 1100 mm, except as permitted by Sentence (4).

- 2.7.1.6.(4) Aisles required in Sentence (3) may be reduced in width to 750 mm when serving 60 seats or less, or 900 mm when serving seats on one side only.
- 2.7.1.6.(5) Aisles shall terminate in a cross aisle, foyer or exit and the width of such cross aisle, foyer or exit shall be at least the required width of the widest aisle plus 50% of the total required width of the remaining aisles that it serves.
- 2.7.1.6.(6) The distance of travel to an exit door by an aisle shall not be greater than 30 m, except in a sprinklered floor area where the distance of travel shall not be greater than 45 m.
- 2.7.1.6.(7) If non-fixed row seating is provided for more than 200 persons in an assembly occupancy, the seats shall be fastened in units with twist ties of not less than 4 nor more than 12 seats, or each end seat abutting an aisle shall be securely fastened to the floor.
- 2.7.1.6.(8) Seats may be arranged in a manner that does not meet the requirements of Sentence (7) where the aisle widths are increased by 50% above the requirements set out in Sentences (2) to (6), and where the maximum occupant load of the space is based on not less than 1.2 m<sup>2</sup> of floor space per person.

## **HOLIDAY (DECORATIONS, HAY, LIGHTS, NATIVITY SCENES, THANKSGIVING, TREES)**

While holidays (i.e. Christmas, Thanksgiving, etc.) are one of joy for children and staff alike, with holiday activities, decorations, displays and trees a festive reminder of the spirit of the season, their use in schools must not compromise the occupant safety.

Per the 2015 Ontario Fire Code Division B:

- 2.1.2.2. 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.
- 2.4.1.1.(2) Combustible materials shall not be accumulated in any part of an elevator shaft, ventilation shaft, means of egress, service room or service space, unless the location, room or space is designed for those materials.
- 2.7.1.7.(1) The means of egress (i.e. corridor) shall be maintained free of obstructions.

- **Decorations**

Holiday (i.e. Christmas, Thanksgiving, etc.) decorations are often combustible materials that are temporarily displayed. Refer to Appendix F Wall Coverage In Schools for additional details.

- **Hay**

Hay and straw are **NOT** permitted in any HWCDSB school buildings, in any quantity for any reason.

Hay and straw are highly flammable and can experience internal combustion requiring no outside spark to ignite.

The use of hay and / or straw in a school building creates a hazard to occupant life safety.

For example not to be used for materials in arts programming, including nativity sets, Thanksgiving decorations, etc.

- **Lights**

Only CSA approved lighting are permitted for use in a HWCDSB school building. The lights must be rated for indoor use.

Be careful not to pinch the internal wires when displaying the lights. Refrain from extension cord use to power the lights. Only one ULC listed power bar with a maximum 6ft cord may be used.

Teaching staff must turn off the Christmas lights when their classroom is unoccupied, including at the end of the school day. Teaching staff are not to defer their responsibility to Custodial staff for turning off / disconnecting their classroom Christmas lights.

- **Nativity Scene**

Nativity Scenes used in any part of a HWCDSB school building shall have no hay or straw components.

Nativity Scenes are not permitted in corridors as this display will likely adversely reduce the corridor width or obstruct the access to exit.

The school foyer, forum, library, main administrative office, stage etc. are possible options for the Principal or Designate to consider for the temporary placement of the Nativity Scene.

**Foyer, forum only** - For temporary display placement in a school foyer or forum, the Nativity Scene shall be composed of all non-combustible material (i.e. cement, glass, metal, etc.) and its' location shall not obstruct egress. A table cannot be used with the foyer or forum display. Please note that both wood and plastic materials are combustible.

- **Trees**

Christmas trees in schools must be artificial and have ULC or UL fire resistive label. No freshly cut Christmas trees are permitted in school under any circumstances.

**Corridor or stairwell** - In a corridor or stairwell, no Christmas trees are not permitted.

**Foyer, forum** - In a school foyer or forum, an artificial UL / ULC listed Christmas tree is permitted providing it contains only non-combustible decorations, CSA approved lighting and it does not obstruct the access to exit. No combustibles (i.e. collected food / clothing, handmade decorations, mittens, paper cards, wrapped gifts, etc.) are permitted on / under / around the tree.

**Room** - In a room (i.e. classroom, library, main administrative office, etc.) an artificial, UL / ULC listed Christmas tree is allowed provided it does not obstruct the access to exit.



## **HOT WORK**

During Hot Work Operations, Fire Watch shall perform the following functions:

- Fire-extinguishing equipment shall be readily available for use by trained Fire Watch personnel.
- Fire Watch personnel shall be familiar with facilities and procedures for sounding an alarm in the event of a fire and have a means of notifying the Hamilton Fire Department.
- Fire Watch personnel shall keep a diligent watch for fires in the general area where the Hot Work is being performed.
- Fire Watch personnel shall watch for fires in all exposed areas.
- If a fire is identified, Fire Watch personnel shall sound the fire alarm system immediately and call 911. Only after that, if safe to do so should Fire Watch personnel attempt to extinguish the fire.
- Prior to conducting Hot Work activities Fire Watch personnel shall inspect the site to ensure that combustibles are removed or covered and that fire-safe materials are used to seal or cover any nearby holes or penetrations in the floor and walls.

For Hot Work operations, the Fire Watch shall be maintained for at least 60 minutes after completion of cutting, welding, or other open flame operations to detect and extinguish smoldering and flaming fires. During this time, the work area and other adjacent areas, where sparks or flame may have traveled, shall be searched for signs of combustion. Notify occupants to evacuate when there is a fire in the building by initiating the fire alarm and call 911.

**FIRE SYSTEM INTERRUPTIONS** – Fire Watch requirements for fire system outages will be determined on a case-by-case basis.

For additional information refer to the Fire Watch section and Appendix B for Fire Watch resource support documents.

## **LIFE SAFETY SYSTEMS AND EQUIPMENT (COMMON TO EVERY SCHOOL BUILDING)**

Life safety systems and equipment common to every HWCDSB school building are emergency lighting / exit lighting systems, fire alarm systems and portable fire extinguishers. Written records shall be maintained for at least two years and shall be made available upon request for viewing. Retain a copy of these records in the school Fire Log Book.

- **Emergency Lighting And Exit Lighting Systems**

There are two (2) routine components to maintaining this system.

### **1. Emergency Light & Exit Lighting Systems - Monthly**

Each month the school Custodian shall perform a test and inspection of the Emergency Lighting and Exit Lighting Systems / Equipment and check the battery re-charging unit. Custodians shall walk through the building to ensure that all emergency lights and exit signs are functioning.

Depending upon the system in the school, this test may be performed before school starts or during school hours. If all emergency lighting is connected to single battery source, it may be necessary to interrupt the power to the school. Area Managers will direct the Custodial staff on the best method to activate the Emergency Lighting and Exit Lighting Systems / Equipment.

Emergency Lighting and Exit Lighting Systems / Equipment record sheets are included in the school Fire Log Book. The Custodian shall enter the inspection date on the corresponding record sheet with signature. Deficiencies shall be noted and the HWCDSB Facilities / Plant Department contacted for repairs. Maintain these records in the school Fire Log Book.

## **2. Emergency Light & Exit Lighting Systems - Annual**

The entire Emergency Lighting and Exit Lighting Systems / Equipment shall be test and certified annually. This requirement will be performed by a qualified contractor through Facilities / Plant Department. A certificate of compliance will be issued by the contractor. Maintain these records in the school Fire Log Book.

- **Fire Alarm System**

There are three (3) routine components to maintaining this system.

### **1. Fire Alarm System - Daily**

At the onset of each day the school building is occupied, the school Custodian shall check the main Fire Alarm System panel to confirm two (2 conditions):

- a) the power light is on.
- b) the trouble light is off (multiple trouble indicators in the new panels).

The Main Fire Alarm Panel – Daily Inspection record sheet is included in the school Fire Log Book. The Custodian shall mark the Fire Alarm System condition on the chart. If the power light is on and the trouble light is off then the conditions are met and an "S" shall be marked in the appropriate square on the chart. If either of the conditions are not met, then an "X" shall be placed in the appropriate square on the chart.

When conditions are not met, immediately contact your Area Manager and as necessary, the Facilities / Plant Department to advise. Initiate Fire Watch. Refer to the Fire Watch section for details.

Maintain these records in the school Fire Log Book.

## **2. Fire Alarm System - Monthly**

Each month, the school Custodian shall perform a test and check of the Fire Alarm System in the morning before the building is occupied.

If the monthly Fire Alarm System test is conducted when the building is occupied (i.e. Licensed Daycare Centre, school Teaching staff, student athletic team etc.), then all occupants must evacuate the building upon hearing the audible signal.

The monthly Fire Alarm System test and check must be conducted to verify the function of the system, test of the device, audibility of the alert / alarm signal and function of the audible / visual trouble signals.

The general procedure for conducting the monthly Fire Alarm System test in an unoccupied building includes:

- a) Contact Hamilton Fire Department non-emergency number at 905.546.3333. Press 6 and advise that a test of the Fire Alarm System will be conducted.
- b) Contact the HWCDSB Security monitoring company PasWord at 905.522.6680. Advise that a test of the Fire Alarm System will be conducted.
- c) Switch the Fire Alarm System to D/C emergency power.
- d) Select manual pull station on a rotational basis. Selection based on numerical order.
- e) Activate the next numerically ordered manual pull station. Open the front cover; operate the switch inside.
- f) Listen for the Fire Alarm System audible alarm signal. Walk through the entire building to ensure the Fire Alarm System is audible in all areas/rooms.
- g) Check the Fire Alarm System panel to confirm the manual pull station activated is identified on Fire Alarm System panel zone.
- h) Notify Hamilton Fire Department non-emergency number at 905.546.3333. Press 6 to advise the Fire Alarm System test is complete.
- i) Contact HWCDSB Security monitoring company PasWord at 905.522.6680. Advise the Fire Alarm System test is complete and request confirmation they received the Fire Alarm System signal.
- j) Reset the Fire Alarm System panel.
- k) Record test on the monthly Fire Alarm System test record sheet.

Fire Alarm Systems record sheets are included in the school Fire Log Book. The Custodian shall conduct the monthly test and check, then complete the record sheet with signature. Deficiencies shall be noted and the HWCDSB Facilities / Plant Department contacted for repairs. Maintain these records in the school Fire Log Book.

### **3. Fire Alarm System – Annual**

The entire Fire Alarm System shall be inspected and certified annually. This requirement will be performed by a qualified contractor through Maintenance Services. A certificate of compliance will be issued by the contractor. Maintain these records in the school Fire Log Book.

- **Portable Fire Extinguishers And Hose Stations**

There are (2) routine components to maintaining these devices.

#### **1. Portable Fire Extinguisher & Hose Stations - Monthly**

Each month the school Custodian shall perform an inspection of Portable Fire Extinguishers and Hose Stations. Each month, the Custodian shall inspect each fire extinguisher and hose station to ensure they are charged, undamaged, accessible and tagged. Each device should be supplied with a yellow tag which must be signed and dated at the time of inspection.

Portable Fire Extinguishers and Hose Stations record sheets are included in the school Fire Log Book. Each device inspected shall be checked off by the Custodian on the record sheet, as part of the monthly inspection, date and sign as indicated. Deficiencies shall be noted and the HWCDSB Facilities / Plant Department contacted for repairs. Maintain these records in the school Fire Log Book.

#### **2. Portable Fire Extinguisher & Hose Stations - Annual**

Each portable fire extinguisher and hose station shall be tested and certified annually. This requirement will be performed by a qualified contractor through Maintenance Services. A certificate of compliance will be issued by the contractor. Maintain these records in the school Fire Log Book.

### **LOCKDOWN**

In the event of a Lockdown AND the Fire Alarm System is activated, staff and students will remain in Lockdown unless they are released by Police, Fire personnel, Principal or the Designate.

Refer to the Appendix G – When In Doubt Emergency Quick Flip Chart (Lockdown section for details).

### **LOST AND FOUND**

As needed, a Lost and Found container may be located in a visible foyer location near the main administrative office, providing it does not obstruct egress or obstruct access to a Fire Alarm System device (i.e. manual pull station, annunciator panel) or exceed the maximum container size 2 ft x 2 ft x 2 ft and the contents are stored in an organized fashion.

If the Lost and Found exceeds the size, containment and / or location criteria referenced above, the school must relocate the container to inside a room (i.e. Gymnasium, Library, Office, etc.)

## **OCCUPANCIES IN CORRIDORS, FOYERS, FORUMS**

Corridors, foyers, forums, exit stairways, exit vestibules etc. form part of the access to exit in school buildings. Utilizing these areas for activities other than what they were originally designed for, is a risk to occupant safety and contravenes the Ontario Fire Code.

Unapproved occupancies in the access to exit (i.e. corridors, exit vestibules, foyers, forums, stairways, etc.) are activities which create a hazard. Examples include but are not limited to:

- Chairs set up along the corridor for Parents / Caregivers waiting next in line to meet with their child's Teacher for Parent / Teacher interviews.
- Clothing / food / toy drive collection in the foyer.
- Desk(s) in the corridor used by students for test writing, additional resource support, Teacher assessment, etc.
- Foyer used as a botanical garden with an assortment of potted plants.
- Placing broken or obsolete classroom furniture in the corridor.
- Recycling staging (classroom recycling bins collected and emptied centrally by students) in the corridor and foyer.
- Students eating lunch in the corridor, foyer, exit stairway.
- Students playing musical instruments with music stands in the foyer.
- Supplies stored in the foyer, school front entrance exit vestibule.
- Tables set up in the corridor / foyer with bake sale, event ticket sale, graduation rings / photos, Kindergarten registration, Lost & Found, Parent Council popcorn sale, Science Fair, yogurt sale etc. associated items.

Activities that were not intended for the original design of the building shall not be carried out in a corridor unless authorized by the HWCDSB and approved by the Hamilton Fire Department and provisions are made to control the hazard. Refer to the sections on Exits and Wall Coverage for additional information.

## **OCCUPANT LOADS**

Occupant loads shall be strictly adhered to in all parts of the school building. Occupant loads for Gymnasiums and Auditoriums are established by the Hamilton Fire Department, unless the area has a pre-established Architect design capacity. The Hamilton Fire Department:

- Calculations apply to school rooms with a capacity greater than 60 persons, as determined by the Ontario Fire Code Division B Article 2.7.1.4.
- Capacity card does not apply to a school when part of the Gymnasium floor is used by a portable stage or theatrical presentation, unless this use is specified on the card. Contact the Facilities / Plant Department for additional support if needed.
- Capacity card may not accommodate every school event / audience / spectator need. Advance planning consideration by the school Principal and event co-ordinators is necessary to review the school occupant load in contrast to the event. Possible options include having the event extended to a second evening presentation or held at another venue site that can accommodate a larger spectator population (i.e. Secondary School) or restricting the number of tickets or having no chairs at the event with spectators standing or sitting on the floor, or live recording the event with monitors in designated overflow rooms for people to sit / watch, etc.
- Does not support exceeding the posted occupant load capacity card or mixing the use. i.e. People seated on the maximum amount of chairs permitted on the card, then allowing more people to stand at the back or side of the Gymnasium. This contravenes the Ontario Fire Code.
- Occupant load capacity card shall be prominently posted as required.
- School capacity card provides building occupants with a maximum value when using the Gymnasium either sitting on chairs only or banquet style seating with tables and chairs or standing / seated on the floor (no chairs).

Additional clarification for the Hamilton Fire Department Gymnasium capacity card as follows:

### **a) Chairs Only**

The Chairs Only occupant load is most often a number less than the Table & Chairs occupant load. When chairs are non-fixed (not fastened to floor or together) there is a greater risk to occupant safety / obstructed egress if one chair gets knocked over; an entire row or aisle could be blocked as a result. Therefore a larger number per square foot is used to calculate the Chairs Only occupant load which may result in a smaller occupant load than Tables & Chairs. The Hamilton Fire Department and Hamilton-Wentworth Catholic District School Board have no objections to zip ties being used to secure Chair seating.

### **b) Tables & Chairs**

The Tables & Chairs occupant load is used for a banquet style arrangement (i.e. pasta dinner). Although the furniture is also non-fixed (not fastened to floor or together) there is a natural clear space established to access the Tables & Chairs arrangement. The likelihood of a table being knocked over is low. There is less of a risk to occupant safety / obstructed egress if a chair gets knocked over. The means of egress is likely still accessible. A smaller number per square foot is used to calculate the Tables & Chairs occupant load which may result in a smaller occupant load than the Chairs Only.

### **c) Occupants Seated / Dancing – No Chairs**

The Occupants Seated / Dancing – No Chairs occupant load is for the purpose of assemblies, school dances, etc. This occupant load is calculated with an “Area per Person” of 0.40m<sup>2</sup> (4.3 ft<sup>2</sup>), as specified in Table 3.1.16.1. of the Ontario Building Code for Assembly uses, “standing space”.

## **RECYCLING**

At no time can recyclables (i.e. fine paper, cans, bottles, plastics) be located in an Elementary or Secondary School corridor, foyer or forum unless the area was designed and approved to be used for this activity. This includes collection staging areas, blue boxes, etc.

If students facilitate the school Recycling program then Supervising staff must provide instruction and monitoring. This includes direction on the appropriate room to stage their recycling collection. Most importantly, in the event of a fire emergency students shall immediately deposit their collected recycling in the closest room and evacuate the building through the safest nearest exit, reuniting with their class at the designated exterior assembly location.

Current recycling collection options approved by the Hamilton Fire Department are as follows:

- **Large barrel storage (capacity of 250 L or less)**

The Large Barrel shall be kept in an approved room equipped with thermal or smoke detection.

The entrance door to this room is to be at least a 1 3/4" solid core wood door equipped with a self-closing device.

Boiler / service rooms shall not be used for this purpose unless approved by the Hamilton Fire Department.

Blue boxes may be used in conjunction with this option. If used, blue boxes shall be located in classrooms and not in corridors. Emptying of the blue boxes into the Large Barrel shall be done on a daily basis or as needed. Emptying of the Large Barrel shall be done when full.

- **Blue Carts stored in the building (capacity more than 250L)**

Blue Carts shall be kept in an approved room equipped with thermal or smoke detection.

The room must have a 1 hour fire resistance rating, the entrance door to the room must have a 3¼ hour fire protection rating plus be equipped with both self-closing and latching hardware.

Boiler / service rooms shall not be used for this purpose unless approved by the Hamilton Fire Department.

The room must be sprinklered.

Blue boxes may be used in conjunction with this option. If used, blue boxes shall be located in classrooms and not in corridors. Emptying of the blue boxes into the Blue Cart shall be done on a daily basis, or as needed. Emptying of the Blue Cart shall be done when full.

- **Blue Carts stored at the exterior (capacity more than 250 L)**

Blue Carts can be relocated adjacent to a non-combustible wall at the exterior of the building, provided they are at least 1.5m from any windows or openings in to the building (i.e. ventilation openings for the building, entrance doors, loading docks, etc.).

Suggestions for exterior location of this storage would include an area that is well lit, fenced if possible and located in such a manner that can be monitored frequently for suspicious behaviour.

It's advisable that the lids to these storage bins be locked and secured from arson.

## **SLEEPING ACCOMMODATIONS IN SCHOOLS**

Utilization of existing facilities for activities that were not originally anticipated in their design is a means of optimizing resources. An example of this activity is the use of schools to provide temporary sleeping accommodations for people participating in school / community events.

The Ontario Fire Code prohibits an owner from using their facility for a purpose other than for which it was designed. Since sleeping accommodations are not normally considered in the design of schools, the 2015 Ontario Fire Code Division B Article 2.1.2.2. would be applicable to this temporary use. Per the 2015 Ontario Fire Code Division B:

2.1.2.2. 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 does allow the owner to obtain approval for the temporary use as sleeping accommodation from the Authority Having Jurisdiction (AHJ). Prior to granting the approval, the AHJ must be satisfied that appropriate measures are taken in the form of life safety systems, fire safety systems and fire safety planning to provide an adequate level of life safety for occupants.

Schools considering use for an overnight sleeping accommodation shall contact the HWCDSB Health & Safety Manager, Facilities / Plant Department and complete an event application for submission to the Hamilton Fire Department (AHJ).

The event application must be accurate and include all required content as referenced in the OFM-TG-01-2002 (January 2002 – revised December 2012) “Use of Schools For Sleeping Accommodation” Guideline.

The Hamilton Fire Department requires the accurate, comprehensive event application be received by the Chief Fire Prevention Officer a minimum 30 days in advance of the event.

A school inspection by the Hamilton Fire Department shall be conducted to ensure compliance with the requirements of the Ontario Fire Code and the Ontario Fire Marshal “Use Of Schools For Sleeping Accommodation” Guideline (OFM-TG-01-2002).

Prior to the inspection, the school Principal shall confirm OFM-TG-01-2002 (January 2002 – revised December 2012) “Use of Schools For Sleeping Accommodation” Guideline document has been reviewed by all event responsible parties (i.e. event school administrator(s) / organizer(s) /



supervisor(s) / caretaking staff, etc.).

At the time of the inspection the event school administrator(s) and organizer(s) must be present. The event school administrator(s) and organizer(s) will be asked to produce their copy of the OFM-TG-01-2002 Guideline and communicate their responsibilities as per the OFM-TG-01-2002 Guideline.

In terms of the HWCDSB approved Fire Safety Plan, additional consideration is required by the event stakeholders to ensure they have established a plan which will accommodate the use of all areas used during the event, as the building's existing approved Fire Safety Plan will not address this.

## **SNOW BLOWER**

Only HWCDSB school buildings with an outdoor storage facility are permitted to store a snow blower on site.

## **STAGE**

- **Curtains**

**Installation** – New Stage curtains shall be installed under building permit from the City of Hamilton Building Division.

**Occupant Load Greater Than 100 Persons** – A room with an occupant load greater than 100 persons (i.e. Gymnasium with a Stage), the curtains must meet the requirements of CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films". A copy of the CAN/ULC-S109 documentation shall be maintained in the school Fire Log Book and available for review upon request. This is required per the 2015 Ontario Fire Code Article 2.3.2.1.

- **Used As A Classroom**

To occupy the Stage as a classroom, per the 2017 Ontario Building Code Sentence 3.3.2.2.(8):

3.3.2.2.(8) In an elementary or secondary school, where the occupant load of a room exceeds 200 persons, the room and any ancillary rooms of a complementary use shall be separated from the remainder of the building by a fire separation having a fire-resistance rating not less than, (a) 1 hour where the building is not sprinklered, or (b) 30 minutes where the building is sprinklered.

This means, to occupy the Stage as a classroom per the 2017 Ontario Building Code Sentence 3.3.2.2.(8):

**a) Non-Sprinklered Building** - In a non-sprinklered building, the folding partition which separates the Gymnasium from the Stage, must have a fire separation rating with a fire resistance rating not less than 1 hour.

Or

**b) Sprinklered Building** - In a sprinklered building, the folding partition which separates the Gymnasium from the Stage, must have a fire separation rating with a fire resistance rating not less than 30 minutes.

Or

**c) Gymnasium Occupant Load Restricted to 200 Persons** - If the folding partition is not a rated separation, the Gymnasium and the Stage were designed to form part of the same space, fire separated from the remainder of the adjacent school building space. To occupy the Stage as a classroom, the Gymnasium occupant load must be restricted to 200 persons. This applies regardless if the school is sprinklered.

Or

**d) Building Permit** - Construct a fire separation having a 30 minute fire resistance (sprinklered building) or 1 hour (non-sprinklered building) rating under building permit from the City of Hamilton Building Division.

### **STAIR LIFT**

The installation of a school stair lift requires must be conducted under permit from the City of Hamilton Building Division. Approval is not required by the Hamilton Fire Department prior to the building permit application. The HWCDSB shall provide the City of Hamilton Building Division with two sets of drawings prepared by an Architect, showing the proposed location of the stair lift. approval consideration. The stair lift is not permitted to reduce the required width of an exit stair or corridor to less than the Ontario Building Code required minimums. The proposed location of the stair lift and these dimensions will be required to be shown on the drawings for the building permit.

There will be no use of stair lifts in the event of a fire.

### **STOP SIGNS**

The placement of Stop Signs on near exit and access to exit doors is not approved. This contravenes the Ontario Fire Code. Per the 2015 Ontario Fire Code Division B:

2.1.2.2. 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.

### **SUMMER CLEANING CORRIDOR ACCESS**

When a school is **occupied** during the Summer by persons other than Caretaking staff (I.e. Summer School), the corridor is an access to exit and must never be blocked or contain combustibles.

When a school is **unoccupied** during the Summer and the Custodians are cleaning the buildings,

---

some combustibles may be stored in the corridors when waxing classroom floors, however, Custodians must maintain a clear path of travel (at least the width of the door) from the exit, through the corridor to each classroom. This is for the safety of Caretaking staff and to provide access for firefighters in the event of a fire emergency. Blocking of the corridor is not permitted at any time.

## **TRAINING**

All HWCDSB staff shall participate in staff training to understand their roles and responsibilities as required as well as make themselves aware of their roles and responsibilities as outlined in the Fire Safety Plan.

## **UTILITIES ISSUE – NATURAL GAS LEAK**

In the event of a perceived or confirmed utility issue – natural gas leak at a school building guidance as follows.

In case of a suspected or confirmed natural gas leak inside the building:

### 1. Upon discovery

- a) Calmly notify all occupants in the immediate area of the natural gas leak condition.
- b) Ensure the Principal or Designate is notified.
- c) Occupants shall evacuate the building by the nearest and safest exit, taking their keys and all of the students in their care.

### 2. Principal or Designate

- a) Notifies all building occupants of the natural gas leak condition using the air (bull) horn.

### 3. Upon hearing the air (bull) horn)

- a) All building occupants immediately evacuate by the nearest and safest exit taking their keys and all of the students in their care.

### 4. Do not

- a) Do not use any potential ignition source of open flames while inside the building.
- b) Do not activate the building's Fire Alarm System.
- c) Do not close doors or open windows.
- d) Do not turn electrical switches on / off.
- e) Do not use cell phones inside the building.

5. Proceed to the designated outdoor assembly area.
6. Contact the Fire Department from a safe outdoor location by dialing 911.

Refer to the Appendix G – When In Doubt Emergency Quick Flip Chart (Utilities section for details).

## **VENDING MACHINES**

Upon approval from the Hamilton Fire Department, vending machines may be installed in locations only where they do not reduce the exit capacity of the corridor.

Written permission must be granted from the Hamilton Fire Department prior to installation of vending machines.

Request must be sent in writing to the HWCDSB Health and Safety Manager with a floor plan showing the proposed area of installation.

It is recommended that vending machines be securely fastened to a wall for added safety.

Extension cords are not permitted for vending machines and each machine will be provided with proper electrical outlets installed in accordance with the electrical code.

A copy of the Hamilton Fire Department approval letter with enclosure drawing(s) shall be maintained in the school Fire Log Book for reference / viewing upon request.

## **WALL / CEILING COVERAGE IN SCHOOLS**

- **Stairways / Stairwells**

The 2015 Ontario Fire Code restricts combustibles from being placed / posted / stored in stairways / stairwells. This includes combustible artwork, bulletin boards, paper notices, posters, etc.

- **Wall Coverage – Classroom Interior & Doors**

A maximum of 20% combustible wall coverings and teaching materials are permitted for display on walls in corridors.

In classrooms, staff should use good judgment in maintaining a safe and functional quantity of combustible materials on all classroom walls.

The intent of this is to ensure that if a fire were to start in a classroom, the fire spread would not jeopardize the safe evacuation of all occupants.

Classroom doors are not to be used for artwork display. The HWCDSB and Hamilton Fire Department support maintaining the classroom entrance door (both sides) free of combustibles.

- **Wall Coverage – Corridor**

The 2015 Ontario Fire Code permits a maximum 20% combustible artwork on school corridor walls and restricts any combustible artwork from the stairwells. Refer to Appendix F Wall Coverage – Combustible Artwork On Corridor Walls for a diagram example provided by the Hamilton Fire Department.

- **Ceiling Coverage – Classroom, Corridors, Foyer**

Combustibles (i.e. artwork, mobiles, banners, decorative accessories, patchwork hanging quilt, posters, etc.) are not permitted to hang from the ceiling in a corridor, foyer or forum unless the area was designed for this purpose.

**Unsprinklered Schools** - In unsprinklered schools, a reasonable amount of combustible artwork may hang from a classroom ceiling providing it does not extend beyond the upper door frame of the classroom entrance door. The combustible artwork (mobiles) must not be suspended from heat / smoke detectors and they shall not be mounted in such a manner as to interfere with egress from the room.

**Sprinklered Schools** - In sprinklered schools, no items may be hung from the classroom ceiling. Per the 2015 Ontario Fire Code Sentence:

6.5.1.5.(1) No obstructions shall be placed so as to interfere with the effectiveness of water discharge from sprinklers.

3.3.2.3.(1) The clearance between sprinkler head deflectors and the top of any storage shall not be less than 457 mm (or 18 inches).

## **WALL MURAL PAINTING**

Periodically there have been requests for murals, pictures, or sayings to be painted on the school interior walls throughout the school building. While the HWCDSB supports the spiritual and esthetic reasoning behind these requests, it is imperative that a review of the project be completed prior to the start of any work. Should a school wish to have any painting completed the following must be completed:

1. Written approval through the appropriate Superintendent;
2. A review of the scope of the project with the Facilities / Plant Manager to ensure the work would not infringe on collective agreements; and
3. A review of the scope of the project with the Manager of Health and Safety to ensure adequate safety precautions will be in place.

Please note that at no time may oil paint be used.

Additionally, work may only be completed by trained HWCDSB staff or approved contractors;

volunteer or unpaid staff are not authorized to perform this work.

## **WASTE CONTAINERS (RECEPTACLES)**

Waste containers (i.e. garbage cans, refuse bins etc.) shall not be located in stairwells at any time. They shall not be stored in the means of egress (i.e. corridor, foyer, forum) unless the area was designed or approved for this use.

### **a) Small Waste Containers**

These containers may be stored in a school room designed for combustibles, in a location that does not obstruct egress.

### **b) Large Mobile Waste Containers**

These are containers are used for the collection of school building refuse and may be stored inside the building empty or partially full.

**Empty** - If they are stored empty, it may be in any room designed for combustibles, in a location that does not obstruct egress, with a clear path of travel maintained through the room, with a three foot clearance maintained in front of the electrical panel / around the fuel-fired appliance (as applicable).

**Partially Full** - If they are temporarily stored partially fully, then it may be in a fire separated room equipped with a heat detector connected to the building's fire alarm system, a minimum solid core wood entrance door with a latch and ULC listed self-closing device.

### **c) Exterior Waste Bins / Dumpster**

It's advisable the school's exterior waste bins / dumpsters have closable lids and the lids to these storage bins be locked / secured from Arson. Exterior waste bins / dumpster shall be located on the school property:

a) Not less than 1.5m from any windows or opening in to the building (i.e. doors, ventilation openings for the building, loading docks. etc.). The exterior wall shall be constructed of a non-combustible cladding such as clay brick, concrete blocks etc.

b) In an area other than the designated Fire Access Route.

c) Preferably in a well lit, fenced area if possible and located so that it can be monitored frequently for suspicious behaviour.

### **d) Elementary Schools**

If necessary, temporary waste containers (i.e. garbage cans) are permitted in Elementary School corridors, foyers, forums during Nutrition Breaks provided they do not obstruct access to exit or reduce the required corridor width and are removed immediately at the end of the Nutrition Break.

## **e) Secondary Schools**

If necessary, Secondary Schools may have approved waste receptacles (i.e. refuse containers) permanently stored in the means of egress (i.e. corridor, foyer, forum). The containers shall be metal with a hinged metal lid, a maximum capacity of 80 litres, anchored to the wall or floor. Combustible plastic bags can be used inside the waste container for collection purposes.

Communicate your written request permission to install waste containers in the Secondary School means of egress, to the HWCDSB Health & Safety Manager. Included with your submission shall be a school drawing identifying the proposed corridor / foyer / forum proposed waste container locations.

To assist with your drawing detailing the proposed location installations, be advised of the following criteria used by the Hamilton Fire Department to base their approval:

1. A maximum of one garbage container shall be allowed for every 100 feet of corridor.
2. No consideration will be made to install the containers in an enclosed exit or exit stairway.
3. On a regular basis they must be emptied to ensure that the amount of garbage waste does not impede the closing of the hinged lid. A suitable schedule must be implemented to minimize the garbage level
4. They can be installed at access to exits/exits where the configuration of the corridor / wall convergence will accommodate a container without reducing the exit width.
5. They can be installed in open corridors where natural recesses exist in the corridor configuration so as not to reduce the overall corridor width.

Once approved a copy of the approval documentation with enclosure shall be maintained in the school Fire Log Book for reference / maintenance purposes and so it can be made available upon request.

## **f) Licensed Child Care Centres Within HWCDSB School Buildings**

Per the 2015 Ontario Fire Code Division B Article 2.10.2.2. waste containers (receptacles) in Licensed Childcare Centres shall be made of non-combustible materials (i.e. metal).

The Elementary or Secondary School is the primary occupant in the school building. A Licensed Child Care Centre is the secondary occupant in a school building. Article 2.10.2.2. applies to the secondary occupant Licensed Child Care Centre only. It does not apply to the School Age Child Care Programs which operate throughout the school building, before and afterschool.



Hamilton-Wentworth  
Catholic District School Board

# APPENDIX B – FIRE WATCH RESOURCE DOCUMENTS





**Appendix B.1 - Fire Watch  
Log Sheet**



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

**Fire Watch Log Sheet**

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

Custodian (s) : \_\_\_\_\_

Week of: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
6:00:00 AM					
7:00:00 AM					
8:00:00 AM					
9:00:00 AM					
10:00:00 AM					
11:00:00 AM					
12:00:00 PM					
1:00:00 PM					
2:00:00 PM					
3:00:00 PM					
4:00:00 PM					
5:00:00 PM					
6:00:00 PM					
7:00:00 PM					
8:00:00 PM					
9:00:00 PM					
10:00:00 PM					
11:00:00 PM					



## Appendix B.2 - Fire Watch

### Life Safety System Shutdown Fire Department Notification Resource Sheet

#### Life Safety System Shutdown

#### Fire Department Notification

### 1. Shutdown Identified

a) Upon discovering a shutdown of any fire & life safety system (i.e. Fire Alarm System, Sprinkler System) the Fire Department shall be notified, to fulfill the responsibility as required in section 2.8 of the Ontario Fire Code.

b) A responsible party from the building shall use the Hamilton Fire Department nonemergency phone number 905.546.3333 ext. 6 to notify the Hamilton Fire Department of the fire & life safety system (i.e. Fire Alarm System, Sprinkler System) shutdown.

c) The responsible party shall leave a voice message on the Hamilton Fire Department nonemergency phone number 905.546.3333 ext. 6, that includes the following information:

- building address
- fire & life safety system which is shutdown (i.e. Fire Alarm System, Sprinkler System)
- expected length of the shutdown (i.e. 72 hours)

### 2. Shutdown Complete

a) When the fire & life safety system is fully restored operational, then the shutdown is complete. The building responsible party can then contact the Hamilton Fire Department nonemergency phone number 905.546.3333 ext. 6.

b) The responsible party shall leave a voice message on the Hamilton Fire Department nonemergency phone number 905.546.3333 ext. 6, that includes the following information:

- building address
- system which was shutdown (i.e. Fire Alarm System, Sprinkler System)
- confirmation the life safety system is restored operational.

Note: The Hamilton Fire Department Communications Division retrieves the voice messages left on the non-emergency phone number 905.546.3333 ext. 6.



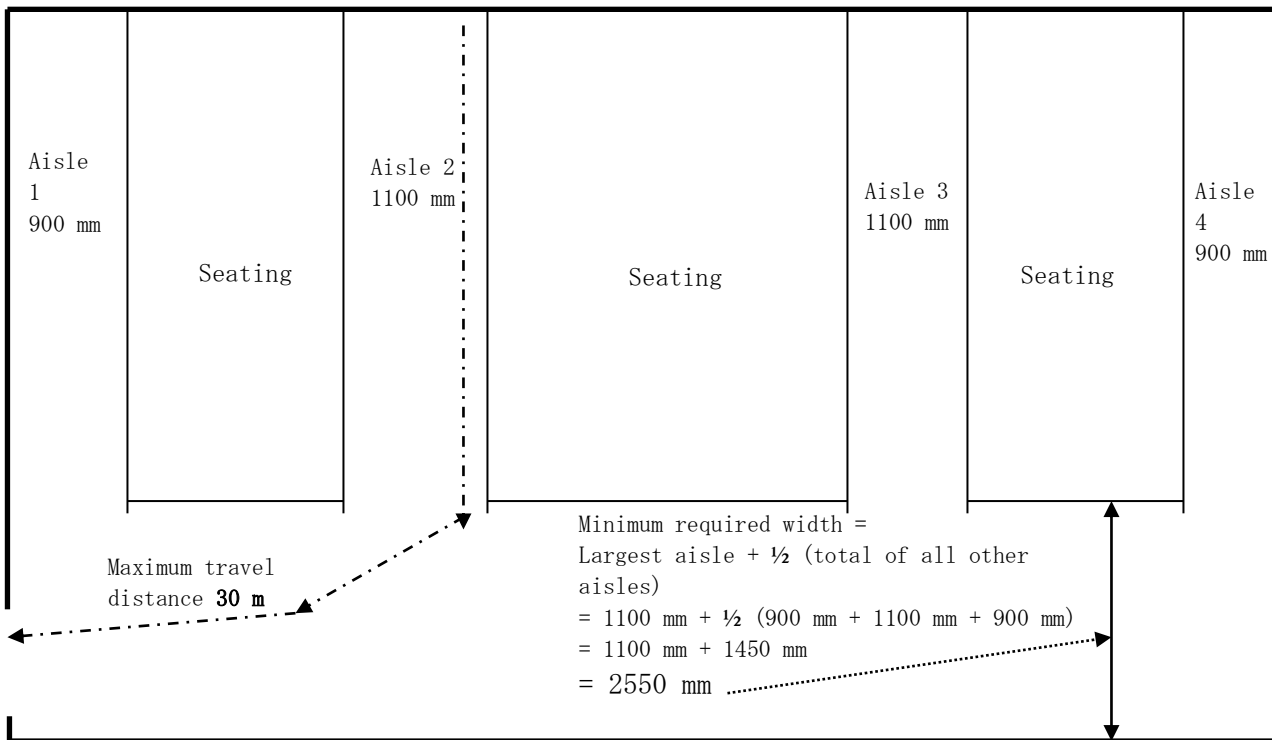
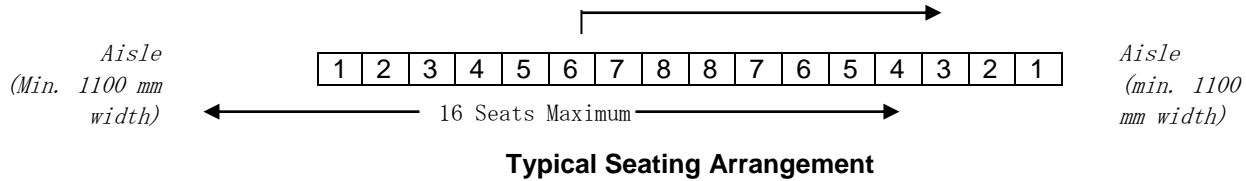
Hamilton-Wentworth  
Catholic District School Board

# APPENDIX C – NON-FIXED SEATING

**APPENDIX C**

**2015 Ontario Fire Code  
Non-Fixed Seating**

2.7.1.6.(2) Aisles leading to **exits** shall be provided so that there are not more than seven seats between any seat and the nearest aisle.



**Non-Fixed Seats over 200 Occupant Load**

2.7.1.6.(7) Seats must be fastened together in groups of at least 4 but not more than 12 seats.

**OR**

Aisle seats are to be securely fastened to the floor

**OR**

2.7.1.6.(8) Aisle widths are to be increased by 50% and the maximum occupant load is to be based on one person per 1.2 m<sup>2</sup> of total floor space.

**If calculations (at 1.2 m<sup>2</sup>/person) determine the capacity to be no more than 200 persons, then Sentences (7) & (8) do not apply.**



Hamilton-Wentworth  
Catholic District School Board

# APPENDIX D – OCCUPANT FIRE EMERGENCY PROCEDURES



## **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 STAIR LIFT OR ELEVATOR**

#### **DO NOT PROCEED TO THE ROOF AREA**



Hamilton-Wentworth  
Catholic District School Board

**APPENDIX E –**

**STAFF / STUDENT**

**EMERGENCY**

**RESPONSE PLAN**



**STAFF / STUDENT EMERGENCY RESPONSE PLAN**



Hamilton-Wentworth  
Catholic Schools

<b>1. STUDENT INFORMATION</b>	
<b>Name:</b>	<b>School Telephone/Extension:</b>
<b>Grade:</b>	<b>Principal:</b>
<b>School:</b>	<b>SERT:</b>
<b>Exceptionality:</b>	
_____	
_____	
_____	
_____	

<b>2. EMERGENCY EVACUATION ASSESSMENT</b>
<b>Please check and comment accordingly to indicate any restrictions and/or limitations that might impede evacuation.</b>
<input type="checkbox"/> Mobility limitations; interference with walking, using stairs, joint pain; use of mobility device (i.e. wheelchair, scooter, cane, crutches, walker etc.)
<input type="checkbox"/> Reduced energy, fatigue; tires easily (circle)
<input type="checkbox"/> Respiratory impairment
<input type="checkbox"/> Emotional, cognitive, or concentration difficulties (circle)
<input type="checkbox"/> Vision impairment/loss
<input type="checkbox"/> Hearing impairment/loss
<input type="checkbox"/> Requires assistive technology or medication
<input type="checkbox"/> Other eg. Service Animal (please specify)
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Disability      start date _____ end date _____



<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary Disability	start date _____	end date _____
Comments:			
_____			
_____			
_____			

**3. COMMUNICATION NEEDS AND ACCOMMODATIONS**

Indicate student's preferred method of communication in an emergency situation. List any assistive communication devices and/or accommodations required.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. RESTRICTIONS, LIMITATIONS, DISABILITIES AND ACCOMMODATIONS SUMMARY**

Please summarize the emergency assistance required based on the information indicated in section two.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. STUDENT PERSONAL EMERGENCY PREPAREDNESS KIT**

Is a Student Personal Emergency Kit required?  yes  no  
List contents (eg. emergency supply of medication, food for specific dietary needs, personal assistive equipment and batteries, emergency health and contact information, etc):

---

---

---

---

---

Student's Personal Emergency Preparedness Kit must be with the student at all times.

**6. EMERGENCY EVACUATION ROUTES – Based on location of closest e-vac chair.**

Indicate the primary accessible evacuation route from the workplace, noting any accessibility accommodations required (attach the site plan and identify meeting location).

---

---

---

---

Indication **the alternative** evacuation route from the workplace, noting any accessibility accommodations required.

---

---

---

---

**7. EMERGENCY ASSISTANCE NETWORK FOR STUDENTS**

Where required, establish a network of X workers who can assist the person with a disability during emergencies. Members should:

- Be physically and mentally capable of performing the task and not require assistance themselves.

**A maximum of 2 people is recommended for the Emergency Assistance Network.**

**PRIMARY TEAM**

**BACK UP TEAM**

Name:	Name:
School/Department:	School/Department
Contact Info:	Contact Info;
Name:	Name:
School/Department:	School/Department:
Contact Info:	Contact Info:

**8. ACKNOWLEDGEMENT AND RELEASE**

Reason for Plan        Yearly Review        change in school        timetable/schedule

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

I acknowledge that the information contained on this form is accurate and hereby authorize the Hamilton-Wentworth Catholic District School Board to release applicable personal information contained within my Student Workplace Emergency Response Plan to designated individuals within my Emergency Assistance Network and emergency/first responders, in the event of a work place emergency situation.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature  
(16 years or older if applicable)

\_\_\_\_\_  
Date

**PLEASE ENSURE THAT THE ORIGINAL COMPLETED STUDENT EMERGENCY RESPONSE PLAN (WITH ATTACHMENTS) IS RETAINED BY THE SERT. THE PRINCIPAL SHALL RETAIN A COPY OF THE PLAN TO BE KEPT IN THE MAIN OFFICE.**



Hamilton-Wentworth  
Catholic District School Board

# APPENDIX F - WALL COVERAGE

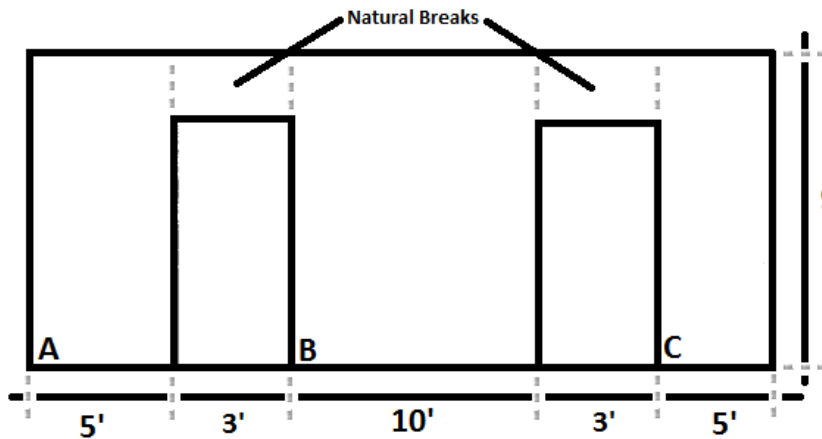
# Combustible Artwork on Corridor Walls In Schools

The following guidelines were developed by the Office of the Fire Marshal to assist school boards to address fire hazards associated with the location of artwork in corridors:

- a) Exit stairwells are prohibited to have any combustible art work;
- b) Artwork should not be suspended from ceilings, restrict artwork to wall surfaces;
- c) Locate art work in designated areas of the corridor that shall not exceed 20% of each corridor wall;
- d) To reduce horizontal fire spread, artwork should be arranged with 3ft breaks at intervals not exceeding 12 ft. A classroom door would provide such a natural break.

While application of these guidelines may allow for different configurations of artwork on corridor walls it is expected that School Boards shall ensure the above guidelines are maintained at all times. For corridor walls that do not provide a natural break it is important that a natural break be provided. This is to ensure the spread of fire will not travel the length of the wall surface area.

To determine the amount of surface area that is permitted to be used for artwork in the diagram shown below, the following method would be applied:



Area A – 45sqft  
Area B – 90sqft  
Area C – 45sqft  
Total Area = 180sqft

9' 20% of 180sqft = 36sqft.

As a result, 36sqft of wall surface area can be utilized for artwork.

It should be noted if artwork is placed on a classroom door, the space that is used to display the artwork on the

door would need to be taken away from the overall allowable wall surface area permitted to be used for displaying combustible artwork. For example if a poster is put on the door that is 2'x3' in area, it would reduce the allowable wall surface area to display the artwork to 30sqft.

If a fire were to occur in a school corridor, the above measures will reduce the impact the fire would have on the building and its occupants by allowing the occupants the ability to evacuate the building and reducing the amount of potential damage by the fire.



Hamilton-Wentworth  
Catholic District School Board

**APPENDIX G –**  
**WHEN IN DOUBT**  
**EMERGENCY QUICK REFERENCE**  
**FLIP CHART**



## **INTRODUCTION**

All Hamilton-Wentworth Catholic District School Board (HWCDSB) building occupants shall adhere to the approved Fire Safety Plan.

HWCDSB internal policies, procedures, manuals, guidelines, etc. shall conflict with the approved Fire Safety Plan.

This Emergency Quick Reference Flip Chart forms part of the HWCDSB approved Fire Safety Plan, reflected in Appendix G.

Please familiarize yourself with the HWCDSB approved Fire Safety Plan, including the Appendix as it forms part of the Plan.

**ALL STAFF HAVE THE RESPONSIBILITY TO ENSURE THE SAFETY OF ALL STUDENTS.**

**APPROPRIATE STAFF MEMBERS SHOULD BE ESPECIALLY AWARE OF THE REQUIREMENTS OF STUDENTS WITH SPECIAL NEEDS IN THEIR CLASSROOMS.**

**The complete manual is available on MySite.**

## **COMMUNICATIONS**

All building occupants shall adhere to the HWCDSB approved Fire Safety Plan.

When an emergency occurs, the Principal, Principal Designate or Site Manager from a HWCDSB school or Board building shall adhere to the HWCDSB approved Fire Safety Plan.

They will also contact the Superintendent of Education. The nature of the emergency will dictate the required agencies to assist in the emergency.

The Superintendent will stay in constant contact with the Principal or Designate regarding any necessary updates.

During an emergency, all contact with the media is channeled through the Media & Communications Officer.

Four target groups shall be contacted in an emergency:

1. The persons affected by the crisis (parents/guardians, staff, child care centres, students), who should receive information tailored to their specific roles/concerns;
2. The persons/agencies needed to take corrective action (emergency personnel, hospitals, key government officials and agencies, Board Plant Operations, Community Use staff);
3. Key Board officials - Director, Chairperson, Superintendent; and
4. Key association/union officials.



## **SCHOOL EMERGENCY EVACUATION AND KIT**

All building occupants shall adhere to the HWCDSB approved Fire Safety Plan. When an emergency occurs, the school emergency evacuation shall adhere to the HWCDSB approved Fire Safety Plan. The "School Emergency Response Team" may consist of the following positions:

- Principal;
- Vice-Principal/Intern/Assistant;
- Department Head Special Education/Elementary Special Education Resource Teacher;
- Head or Day Custodian;
- Secretary or Head Secretary;
- JHSC worker representative;
- Child Care Supervisor (where applicable); and
- Others as deemed necessary.

### **School Emergency Control Centre and Emergency Kit**

**An area in the school, be it the Principal's office, Vice-Principal's office, conference room, resource centre or the like, shall be designated as the "Command Centre".** In the event of an emergency, this is where the "School Emergency Response Team" would meet to deal with and respond to the situation at hand. The school's Emergency Control Centre shall be prepared with the following items which will be supplied by each school:

- Meeting table (or desk)/chairs;
- School emergency evacuation kit;
- Cellular phone on hand or available;
- Landline telephone on the fax machine;
- Minimum of 2 rechargeable flashlights; and
- Lap top computer.

### **The evacuation kit includes:**

- School's evacuation plan (SPEAR report);
- List of members of the "School's Emergency Response Team" showing the responsibilities of the team; (Emergency Measures Data Sheet);
- Instructions for persons requiring assistance during an evacuation;
- Copies of floor plans showing type, location and operation of building fire emergency systems and indicating evacuation routes and exits - location of chemical storage, both for plant and teaching, should be included;
- Instructions for child care requirements;
- Updated list of staff names (first and last) and functions;
- List of student emergency contact information/telephone numbers;
- Copies of class/attendance list where available;
- Identification, i.e. name tags, etc. (for Response Team)

## **UNAUTHORIZED VISITORS**

### **Trespassing Person**

Determine why the person is in the school or on school premises:

- Employ direct questioning
- Do not be confrontational
- Escort individual(s) to office
- Request identification
- Request purpose of visit
- Obtain assistance if necessary

Indicate that visitors are required to report to the office (even if on business).

If the person does not follow instructions, or gives a negative reaction:

- Return to the office and call the Police, reporting a trespasser
- Secure the area with the assistance of available personnel until police arrive

If the trespasser is a student from another school, the Principal of that school may be notified.

Should the trespasser reappear on school property after having been told to leave, or after having been sent a trespass warning letter, the Police should be called so that a trespassing charge may be laid.

## **UTILITY OUTAGES (Electrical, Heat, Water, Gas)**

At any time that the utilities are shut off the Principal will immediately notify the Superintendent of Education. The Superintendent will contact the appropriate board personnel.

The Superintendent shall stay in constant contact with the Principal regarding any necessary updates and in consultation with the Principal decide when or if the school will need to close.

### **PRINCIPAL DUTIES**

- The Principal will meet with the staff to communicate the strategies for reacting to the utility outage.
- Move the children into areas of good lighting.
- Organize for extra supervision within the school for walking children to the bathroom if necessary.
- Ensure a documented Fire Watch is performed every thirty (30) minutes when the fire alarm system goes down after sixty (60) minutes. Recording of the Fire Watch must be in the Fire Log Books.
- If it is determined the utilities will be out for more than two hours, the decision to close the school should begin. The decision to close will be made after consultation and under the direction of the Superintendent and based on the following parameters:
- Lack of natural lighting, heating or running water.

Once the decision to close the school is made, the Superintendent will update any necessary Board administration. The Principal will organize the school call out programs to parents/guardians. Students may be released to neighbours or other families with verbal permission from the parents. Principals will ensure this process is communicated to parents/guardians.

Staff will remain in the school until the end of the work day. Alternate work sites will be made available should the school become uninhabitable. Such decisions will be made by the Principal in consultation with the Superintendent.

### **UTILITY ISSUE – Suspected or confirmed Natural Gas Leak**

In the event of a suspected or confirmed utility issue – natural gas leak at a school building guidance as follows (referenced in the HWCDSB approved Fire Safety Plan Appendix A).

Upon discovery calmly notify all occupants in the immediate area of the natural gas leak condition. Ensure the Principal or Designate is notified. Occupants shall evacuate the building by the nearest and safest exit, taking their keys and all of the students in their care. Principal or Designate notifies all building occupants of the natural gas leak condition using the air (bull) horn. Upon hearing the air (bull) horn all building occupants immediately evacuate by the nearest and safest exit taking their keys and all of the students in their care. Do not use any potential ignition source of open flames while inside the building. Do not activate the building's Fire Alarm System. Do not close doors or open windows. Do not turn electrical switches on / off. Do not use cell phones inside the building. Proceed to the designated outdoor assembly area. Contact the Fire Department from a safe outdoor location by dialing 911.

## **HOSTAGES**

The first staff member to identify the situation should:

- Secure and isolate the immediate area where possible by removing all uninvolved students and staff and by preventing unauthorized entry to the area.
- Notify the Principal by the quickest possible means.

### **The Principal shall:**

- Notify the Police using 911 and Superintendent of Schools of the situation.
- Establish the number of hostages and captors involved and the type and quantity of weapons involved, if any.
- Make specific notes of any threats or demands made by the captors.
- Take whatever action is necessary to contain the situation in order to avoid injury or death to the hostage(s) until help arrives.
- Establish the medical condition of the hostage(s).
- All communications with the media shall be made through the Board's Communications and Media Officer.

The following information should be obtained:

- Precise location of the area controlled by hostage taker(s).
- Floor Plan of the area.
- Identification and description of the hostage(s) and of the captor(s) if known.
- Location and extension numbers of any telephones in the hostage area.

## **BOMB THREATS**

Most bomb threats are made over the phone therefore staff that is most likely to receive the bomb threat should be trained in the proper procedures to follow including but not limited to:

- Use of the “*Bomb Threat Telephone procedures checklist*” Appendix (A3);
- Keeping the person on the line as long as possible and recording of precise details;
- Alerting the Principal or Building Manager during the call, if not immediately after; and
- Ensure the police are contacted.

Following the intake of a bomb threat, the Principal or Building Manager should assess the need to evacuate or to scan and search the building. The assessment should include:

- Information recorded on the “*Bomb Threat Telephone procedures checklist*”;
- Activities taking place in the building at the time of the threat;
- Whether a specific location for a bomb was stated;
- Whether the threat was specific to the current time or a future time;
- Any recent negative incidents involving a student staff etc.;
- Whether there have been other recent bomb threats; and
- Whether a suspicious package has been located.

Should the decision to be made to scan or search the building prior to an evacuation, the principal or designate will ensure the police are contacted and begin to complete a safe, visual scan of the building.

***Under no circumstances should anyone touch a suspicious package during the visual scan.***

If a suspicious package is detected, the area or building will be immediately evacuated and the location of the suspicious package communicated to the police.

## **EVACUATION PROCEDURES**

- The Fire Alarm System should not be used to signal an evacuation due the potential impact from the explosive device;
- An announcement that is clear and concise should be made to evacuate;
- Evacuees may not go to their lockers and should take their immediate personal belongings with them;
- Communication to all staff and student that cell phones must not be used due to the impact to the explosive device and the need for emergency services to have full access to the board’s bandwidth; and
- Upon arrival at the evacuation site, attendance should be taken.

## **LOCKDOWN**

“**LOCKDOWN**” is to be used *only* when there is a major incident or threat of school violence within the school, or in relation to the school.

“**HOLD and SECURE**” is to be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g. if a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved. Direction to go into “Hold and Secure” may come under Police directions; if so, police will also notify the school when it can come out of “Hold and Secure”. The school’s Emergency Response Team will be responsible to initiate a hold & secure scenario.

## **LOCKDOWN PROCEDURES**

At the first indication of a real or potential major incident of school violence **inside** the school or building, notification must go to the main office and the lockdown must commence immediately; All staff (especially those working in the main office) *must be* trained that, when information is received in the office of a situation requiring a lockdown, whomever receives that information will immediately activate the school’s lockdown procedure, (i.e., continuous lockdown bell tone; the public address (PA) system, in side and outside *where possible*), announcing the lockdown.

- In the event of a Lockdown AND the Fire Alarm System is activated, staff and students will remain in Lockdown unless they are released by Police, Fire personnel, Principal or the Designate. Refer to the Appendix G – When In Doubt Emergency Quick Flip Chart (Lockdown section for details).
- It is recommended that, before closing or locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, but only if it is safe to do so. Once inside a secure area, staff and students should make the area appear vacant by doing the following:
  - Close blinds, stay away from doors and windows;
  - Turn off lights and computer monitors;
  - Be aware of sight lines; and remain absolutely quiet;
  - If there is a window in the classroom door, consider covering the window;
  - Take cover if available (get behind something solid);
  - Take attendance (to be done by teachers); *and keep a copy thereof on person*;
  - Not use cell phones (students and staff). However, staff may use cell phones to communicate critical information to the Principal if safe to do so. Cell phones should be shut off or put on vibrate; and
  - Consider barricading doors where possible, when doors cannot be locked, and if safe to do so.

## **FIRE EMERGENCY PROCEDURES**

All building occupants shall adhere to the HWCDSB approved Fire Safety Plan. Fire Safety Plan Procedures For Occupants as referenced in the HWCDSB approved Fire Safety Plan Appendix D.

### **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 STAIR LIFT OR ELEVATOR**

#### **DO NOT PROCEED TO THE ROOF AREA**

## **EVACUATING SCHOOL: General Guidelines**

All building occupants shall adhere to the HWCDSB approved Fire Safety Plan.

The prime concern when evacuating a school is the safety and security of students. If the evacuation of a school in an emergency threatens large portions of the community, there will be two added pressures:

1. Parents will attempt to pick up their children, impeding the evacuation by hindering transportation routes; and,
2. Staff will become concerned for the safety of their families involved in the event. Role abandonment is not likely to occur when persons involved are kept informed and updated on Board/ Municipal activities.

It is important that the public be kept informed of the steps which will be taken to ensure the safety of children. The decision to evacuate a school will be made by Superintendent of Education.

The Emergency Response Team is needed to ensure the safety of staff and students during the evacuation.

Some of the duties in each emergency are:

1. Transportation arrangements – pick up and delivery areas;
2. Co-ordination of classroom evacuation;
3. Student attendance sheets, medications etc; and
4. Securing of building, door notices.



## EVACUATION – to Receiving School

All building occupants shall adhere to the HWCDSB approved Fire Safety Plan.

The Principal shall obey the direction of the appropriate authority (Fire, Police, Social Services) and immediately advise the Superintendent of Education of his/her intentions to evacuate the building and to which centre.

The School Emergency Team upon notification, shall take appropriate measures related to the specific emergency.

The Principal/Supervisor shall be responsible for the orderly evacuation of the staff and students to another approved centre. The Principal/Supervisor shall then notify the receiving school of pending evacuation and give approximate Estimated Time of Arrival (ETA).

The Principal shall assign specific duties to resource personnel. If buses are required, confirm ETA to evacuating site through System Transportation Department.

Classroom Teachers shall be responsible to the Principal for the orderly evacuation of their classes. Teachers shall take the class register with them to the evacuation site, board buses, take attendance (2 classes per bus, where possible) and report discrepancies to Principal.

The Principal:

- Instructs Custodian to secure the building if deemed safe to do so;
- With necessary staff, search building for missing students, staff, etc. to ensure complete evacuation; and,
- Ensure all staff and students exit buses at the receiving school and follow instructions of the receiving school.

**Teachers shall accompany their classes to the evacuation site and remain with them until they are relieved of their duties.** Support staff shall assist as delegated and remain until relieved of their duties.

Accurate records of students picked up by parents or guardians shall be maintained by the classroom Teacher.

The parents shall be informed by telephone or through news media of the proposed evacuation and be provided with the name and address of the receiving centre. The Board Media & Communications Officer shall co-ordinate all media releases.

Periodic verbal updates on the status of the evacuation shall be made to the Superintendent of Education.



Hamilton-Wentworth  
Catholic District School Board

**APPENDIX H –  
WITHIN 48 HOURS  
EMERGENCY EVENT / INCIDENT FORM**



Appendix H – Within 48 Hours Emergency Event/Incident Report Form

<b>HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD</b>	
<b>Emergency Event/Incident Form</b>	
<b>School:</b>	<b>Principal:</b>
<b>Event/Incident:</b>	<b>Date of Incident:</b>
<b>In order to assist the Emergency Preparedness Committee in the on-going review of the Board's Emergency Response Procedures, please provide a brief description of the incident, a summary of the actions taken, and suggestions that may help the committee in making recommendations to assist with future events/incidents.</b>	
<b>Event/Incident:</b>	
<b>Summary of Actions Taken:</b>	
<b>Suggestions for Dealing with Similar Situations in the Future:</b>	

**Please forward to: Chairperson,  
Emergency Preparedness Committee**