



Fire Prevention

Administrative Procedure 8.090

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16, 17

Legal Reference: E10-468R, Section 36, Manitoba Fire Code

Date Adopted: January, 1983

Date Amended: June, 2012; April, 2019; February, 2023; February, 2026

Date Reviewed:

Fire Drills:

Principals are responsible for holding fire drills and may make such rules as are necessary to ensure the rapid and orderly evacuation of the school.

Supplementary instructions for each school must be defined in each Emergency Response Plan and must include the role & responsibilities of the:

- Principal
- Teachers
- Educational Assistants
- Specialists
- Administration Clerical Support Staff
- Custodian/Maintenance Staff
- Visitors/Volunteers

The Principal shall, at the beginning of the school term, make provision for some other member of his (or her) staff to control a fire drill in case of his (or her) absence and to assume all other duties of the Principal in case of a fire. Such person in a school should be familiar with the general regulations regarding fire and the supplementary regulations for the school in which he (or she) is acting.

In schools where students or teachers remain during the noon recess, the Principal must make provision for appropriate procedure in case of a fire or fire alarm.

Special attention should be given to new students, to students with special needs and to students enrolled in visiting classes.

Principals should develop a contingency plan in the event that an alarm sends students outside in very cold or adverse weather. When the temperature is below -15 Celsius, students can pick up their jackets on their way out of the school, as long as there is no delay to evacuation or immediate danger.

Fire Evacuation Maps must be posted near the exit door of each classroom; they must be highly visible and readily accessible.

Fire Drills shall be held at least ten times in each school year and, where practicable in the opinion of the Principal, at least once in each month.

- Under the direction of the Principal, a staff member shall notify the alarm service of the following:
 - the school is going to have a fire drill
 - the school will call back to confirm proper operation of all systems.
- Drills do not necessarily need to be unexpected, but should always be practice as though they are real.
- No person may be excused from taking part in fire drills (this applies to custodians, cleaners and workmen as well to pupils and teachers).
- A different Fire Alarm pull station shall be used each time for fire drills:
 - in the event that a Fire Exit Door is blocked and or not accessible during a drill and or fire alarm an alternate fire route must be identified.
 - fire drills with a prearranged “blocked” fire exit door should be conducted randomly to ensure alternate fire route doors have been identified.
- Fire Drills are to be recorded on the “Evacuation Form”. One copy should be sent to the superintendent, one to the facilities department, and one kept on file at school. All Evacuation Forms for fire drills to be submitted in June.

Fire Extinguishers:

All members of the teaching staff and custodial staff must be familiar with the exact location of fire alarm stations and fire extinguishers.

Fire extinguishers are to be inspected monthly by the Head Custodian; each tag is to be dated and the initials of the person inspecting placed on the fire extinguisher tag.

The “Fire Extinguisher Form” is to be completed by the custodian and sent to the facilities department.

Fire Prevention:

Rules governing Fire Prevention and Safety in Public Schools are to be observed by all members of the School Staff:

Exits and Passageways:

1. All stairways, landings and passageways must be kept free of anything that would block or narrow the exits.
2. All doorways of classrooms must be kept entirely clear. There must be a clear space at each door and all desks that interfere with free and rapid movement must be removed.

3. The use of fire door wedges is not permitted on any fire exit door; doors shall be held open by magnetic devices that release if the fire alarm is activated.
4. Fire exit doors must be kept clear of ice, snow and other obstructions.

Auditoriums, Gymnasiums and General Purpose Rooms:

1. In schools where lectures or other entertainment is provided for the general public, the exit door must not be blocked at any time while the audience is within the building.
2. Movable chairs must not be used to increase the seating capacity of auditoriums beyond that approved by the Fire Department.
3. All scenery, drapes, decorations and other materials used in places of assembly shall be maintained in flame-proof condition (in accordance with provincial fire codes).

Storage and General Housekeeping:

1. Doors of shops, science rooms and any other rooms containing supplies of equipment likely to present a hazard, must be locked when these rooms are not in use. Students must not be permitted access to such rooms unless adult supervision is available.
2. Crawl spaces must not be used for the storage of furniture, books, lumber and or any combustible material and liquids.
3. Boiler Rooms must be kept free of all combustible material and liquids at all times. A clear passageway to all electrical/mechanical equipment must be maintained at all times.
4. Excess storage of material stacked on top of shelving units is not permitted. There must be a 14" clearance to ceiling; an 18" clearance is required if near a sprinkler head.
5. Combustible waste materials in buildings shall not be permitted to accumulate in quantities or locations that will constitute an undue fire hazard.
6. Waste receptacles shall be made of noncombustible materials.
7. Exterior waste receptacles must be kept as far as reasonably practicable from all buildings.
8. Extension cords must not be used as permanent wiring.

Flammable & Combustible Materials:

1. Combustible material such as artwork and teaching materials, which are attached to the walls, shall not exceed 20% of the areas of such walls.
2. Paper in corridors may not exceed 5% of the wall surface and all corners must be attached to a bulletin board (or tack board). This does not permit mobiles or other decorations that cannot be attached at all corners.

3. Classroom doors must not be covered with decorative, flammable or combustible material.
4. Paper must be kept at least 10 feet away from all exterior entrance and exit doors.
5. Combustible material must not be stored under or near gas meters, electrical meters or any other electrical apparatus.
6. All flammable liquids must be kept in approved fireproof metal containers.
7. Matches must not be stored in schools. In science rooms where it is necessary to ignite gases it is advisable to use friction lighters instead of matches.
8. Gas mains to laboratories must be shut off when not in use.
9. All members of the custodial staff must be familiar with the procedure to be followed when it is necessary to turn off gas valves outside the building.
10. Gasoline must be kept in a U.L.C. approved metal safety can with a spring loaded cap to take care of expansion. Plastic storage cans are not acceptable for gasoline storage or transfer in a school. Plastic storage containers are designed for temporary outdoor storage.
11. Portable heaters must not be used in a school unless approved by the Facilities Manager.
12. Fire inspections are to be conducted every three years in all schools, by the local Fire Chief. Schools with day care facilities will be inspected yearly.

Christmas Decorations:

1. Christmas Trees must be artificial C.S.A. approved (combustible trees are not permitted).
2. All Christmas lights must be LED C.S.A. approved lights.
3. Christmas lights must not be left on outside of school hours. Teachers are responsible for any lights used in their classrooms.
4. Decorations must not be placed near or on top of heating units or attached to light fixtures and or ceilings.
5. Hanging decorations must provide a minimum six foot height clearance to prevent eye injury.
6. Extension cords are not to be used as permanent wiring.

Fires:

1. In the event of an active fire or suspected fire, the following actions should be taken by employees:
 - a) Activate the nearest fire alarm.
 - b) Inform the Principal, Vice Principal or teacher in charge of the location and nature of the fire or suspected fire.

- c) If the fire is of a small, localized nature, then the nearest fire extinguisher should be used to extinguish the fire.
 - d) The Fire Department, Facilities Supervisor and Superintendent must be informed immediately.
2. In the event of a gas odor being detected in the building, the Principal, Vice Principal or teacher in charge should order the immediate evacuation of the building and carry out the following procedure:
 - a. Call the gas company and request immediate attention to the situation.
 - b. Inform the Fire Department, Facilities Supervisor and Superintendent.
 3. Schools are equipped with automatic heat detectors and rate of temperature rise detectors. These detectors will activate the fire alarm in the event that the temperature in a certain location is rising at more than the normal rate although there is no actual fire. The building must be evacuated and the Fire Department and Facilities Supervisor and Superintendent informed immediately.
 4. In all cases of evacuation of the school for safety reasons, students, and employees should not be permitted back in to the building until the Principal, Vice Principal or teacher in charge has been given the all clear to allow re-entry into the building.
 5. Fire or gas emergencies occurring in facilities other than school buildings must be treated as described in this procedural manual with the immediate supervisor, Facilities Supervisor and Superintendent.



Success for All

EVACUATION OF SCHOOLS

EMERGENCY PREPAREDNESS FOR EVACUATION

EVACUATION REPORT

This report is to be submitted to the Superintendent within two days of an evacuation drill or actual incident. Legislation requires that schools have at least ten fire drills per year.

School: _____ Date of drill or incident: _____

Type of Evacuation: _____

Approximate Time Taken to Evacuate Staff & Students: _____

Approximate Time Spent Outside: _____

Incidents or Concerns:

Further Comments:

Principal's Signature

Date of Submission to Superintendent