

# ADMINISTRATIVE PROCEDURES

<b>SUBJECT: School Fire Plan Guidelines</b>
---

The Lambton Kent District School Board recognizes the importance of having a complete and accurate fire plan for each facility. The purpose of this guideline is to outline the roles and responsibilities of various individuals in the maintenance of the fire plans.

1. The School Principal is to act as the owner for the purposes of Fire Plan and is responsible for ensuring that the plan is complete and that it is implemented and maintained in accordance with these guidelines and the objectives of the plan. The School's copy of the fire plan (i.e. the fire prevention binder) shall be kept in the main office.
2. Building Services will maintain the master copy of each Facility Fire Plan in their Chatham Office.
3. The School Principal is responsible for reviewing with the appropriate Supervisor of Building Services and the C1 custodian / Janitorial Maintenance Contractor the contents of the fire plan binder each September. When completed both the School Principal and the Supervisor of Building Services need to sign the first page.
4. All changes from the above review need to be submitted by the School Principal to the Coordinator of Sites and Design at the Building Services Department in Chatham by October 1 of each school year. The Coordinator of Sites and Design is responsible for making the appropriate changes on the Master and for sending a copy back to the school.
5. The Coordinator of Sites and Design will be responsible for sending an electronic copy of each school plan to the appropriate Fire Department by October 15 of each year.
6. The Principal or Designate at each facility is responsible for reviewing the fire plan with all school staff (i.e. teaching & non- teaching) by November 1.
7. The Principal is responsible for ensuring all after hour's use of their facility meets the requirements of the Fire Code and that the User Group / Permit Holder has the appropriate Fire Plan in place.
8. The Health & Safety Officer, where necessary, will arrange for training of Board Staff on Emergency Preparedness and in particular the objectives of the Building Fire Plan.

9. The Health & Safety Officer will act as the liaison with the Fire Prevention Officers and the Fire Marshall Office. Issues/questions on the Fire Code and how it relates to the Fire Plan and the School Board shall be submitted to the Health & Safety Officer for clarification in order to ensure consistency across the Board from the various governing Fire Departments.
10. The School Principal or their designate are responsible for ensuring that fire access routes provided to facilitate access by fire fighting operations are not obstructed by vehicles, gates, fences, building materials, vegetation, signs or other forms of obstructions during the school day or during school sponsored events and that the Fire Routes are clearly marked. Principals or their designate need to check these areas on a monthly basis and record it in the "Fire Department Assess" Section of the binder. Issues with the fire routes (i.e. snow, parking, etc.) also need to be recorded in this section of the binder along with the actions taken to resolve the issue.
11. Organizations using our schools as part of Community Use of School Events must designate a person to be responsible for ensuring these routes are not blocked prior to the issuing of a permit.
12. The School Principal is responsible for ensuring that the appropriate number of fire drills is conducted each year and that the record is maintained on the appropriate document in the fire binder.
13. The School Principal or designate is responsible for ensuring that there is verification with the alarm monitoring company that they received a signal during a fire drill or other testing situation.
14. In cases where the fire alarm is not working, the School Principal is responsible for immediately notifying Building Services. In situations where the school is occupied the Health & Safety Officer should also be notified. In all cases the appropriate fire watch must immediately be put in place. If after hours refer to the Emergency Contact List in the Human Resource Section of the Binder.
15. All work orders related to the fire prevention binder or fire department inspection must be kept in the Work Order section of the binder under the appropriate tab. A copy of the verification report also needs to be kept in the binder under the appropriate tab whenever work is completed.

**Inspection Responsibilities**

1. The School Principal is responsible to ensure that all required inspections as per the Fire Plan have been completed as required for their school and that the results have been recorded appropriately in the binder.
2. The School Custodian is responsible for inspection of the Egress and Exit on a monthly basis as per the preventative maintenance schedule and for recording it in the "Means of Egress and Exit Sign" section of the Fire Binder.

3. The School Custodian is responsible for inspection the monthly portable fire extinguishers inspection as per the preventative maintenance schedule and for recording it in the "Portable Extinguisher" Section of the Binder. All other extinguisher inspections, including the annual, will be scheduled and coordinated by the Manager of Plant and Maintenance to ensure that it is completed as required. A copy of the formal inspection should be placed in the Fire Binder.
4. The School Custodian is responsible for inspecting all pilot lights and for the testing of all emergency lights on a monthly basis as per the preventative maintenance schedule and for recording it in the "Emergency Lighting Systems" Section of the binder. The Manager of Plant and Maintenance will be responsible for scheduling and coordinating the annual inspection and testing of all Emergency Lighting Systems on an annual basis. A copy of the annual Emergency Lighting inspection should be placed in the Fire Binder.
5. The School Custodian is responsible for inspecting all Fire door on a monthly basis and for recording it in "Fire Separations" Section of the binder. The Manager of Plant and Maintenance is responsible for ensuring that fire separations, fire protection ratings and closures are maintained as required and in accordance with the Ontario Fire Code and the Ontario Building Code.
6. The Kitchen Staff at schools with commercial cooking equipment is responsible for ensuring that a monthly inspection of the fire protection systems and equipment as outlined in the Fire Binder is completed and for recording it in the "Fire Protection System for Commercial Cooking Equipment" Section of the Binder. The Manager of Plant and Maintenance is responsible for scheduling and coordinating a semi-annual inspection of the fire protection system for all commercial cooking equipment. A copy of this inspection should be placed in the Fire Binder.
7. The School Custodian is responsible inspecting the operating pressure (water and system air pressures) of any Automatic Sprinkler Systems and for ensuring that all valves that are not electronically controlled are in the open position on a weekly basis and for recording it in the "Automatic Sprinkler System" section of the Fire Binder. In addition, the School Custodian will test the sprinkler alarm, transmitter and flow devices, valve supervisory switch and other sprinkler system supervisory devices as per the schedule listed in the Fire Binder and record the results of the test in the appropriate section of the binder. The Manager of Plant and Maintenance is responsible for scheduling and coordinating an annual inspection of all Automatic Sprinkler System as per the criteria and schedule listed in the Fire Binder. A copy of this inspection should be placed in the Fire Binder.
8. The School Custodian is responsible for checking dry pipe valve rooms/enclosures and auxiliary drains as required to ensure the Automatic Sprinkler System does not freeze and for documenting the inspection in the "Automatic Sprinkler Section" of the Fire Binder. In addition, the school Custodian is responsible for inspecting the priming water level for dry-pipe systems and recording the results.

9. The School Custodian is responsible for the daily, weekly and monthly inspection of all Water Supply Systems for Fire Fighting as per the criteria outlines in the “Water Supply Fire Fighting” Section of the binder and for documenting the results of the inspection. The Manager of Plant and Maintenance is responsible for scheduling and coordinating an annual inspection of all Water Supply Tanks and Pumps, where required, as per the criteria and schedule listed in the Fire Binder. A copy of this inspection should be placed in the Fire Binder. Please note that all Fire Hydrants should be inspected and tested by the Municipality responsible for them.
  
10. The School Principal is responsible for ensuring that any Emergency Power Systems at their location are inspected as per the schedule and criteria outlined in the “Emergency Power Systems’ section of the Fire Binder and that the results of such inspections are recorded in the binder. The Building Services Department may be available to provide support with such inspections depending on the nature and purpose of the System.

Implementation Date: May 4, 2010

Revised: October 5, 2010

Reference: Board Policy Health & Safety PO-405-02  
Occupational Health & Safety Act  
Regulations for Industrial Establishments O. Reg 851  
Regulations for Construction Projects O. Reg 213  
Fire Code Protection and Prevention Act, 1997  
Fire Code, Ontario Regulation 213/07