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| JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD |
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| ADMINISTRATIVE PROCEDURE GENERAL ADMINISTRATION: NO. 141 | |
| Effective | August 21, 2019 |
| Last Revised | June 30, 2023 |

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SCHOOL FIRE SAFETY PLAN

PURPOSE

This administrative procedure has been developed to promote a safe learning and working environment in Northern Lights Secondary School and to support Board Governance Policy GOV-23 Emergency Response Plans.

This procedure has been developed to comply with the *Education Act*, the *Fire Marshals Act*, the Ontario Fire Code, and the *Occupational Health and Safety Act*, which regulate the requirements for fire safety in schools and other Board buildings.

PROCEDURES

1. The school principal has the following general responsibilities with regard to fire safety:
 - a) Instruct staff members in the fire emergency procedures, as described in the attached Fire Safety Plan, before they are given responsibility for fire safety.
 - b) Ensure that procedures are operative in the event of staff absence.
 - c) Prepare, implement, and submit a Fire Safety Plan for approval by the local fire official(s).
 - d) Conduct six fire drills annually, and arrange an annual fire inspection as described in the attached Fire Safety Plan.
 - e) Establish and assign specific evacuation responsibilities in emergency situations.
 - f) Establish special procedures as necessary for the safe evacuation of special needs persons.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 (1) Board Duties and Powers: Promote Student Well-Being

Education Act: Section 265 Duties of Principal: Care of Pupils

Ontario Regulation 298 Operation of Schools General, Section 6 Emergency Procedures

Fire Marshals Act

Ontario Fire Code

Occupational Health and Safety Act

Board:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-23 Emergency Response Plans

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD

Fire Safety Plan**Northern Lights Secondary School****EMERGENCY PROCEDURES****PART A: UPON DISCOVERY OF FIRE OR SMELL OF SMOKE**

1. Remain calm.
2. Sound the alarm by activating the nearest pull station.
3. Evacuate the building using your primary or secondary exit route.

PART B: UPON HEARING THE ALARM

1. Evacuate the building using your primary or secondary exit route.
2. Close the door behind you and report to your exterior evacuation point.

PART C: EVACUATION PROCEDURES

1. All areas will evacuate using their designated primary or secondary exit routes.
2. Students and staff shall evacuate in an orderly and quiet manner.
3. All students will be required to evacuate to the established evacuation points or locations.
4. Student and staff count shall be taken, using procedures previously established by the principal, and reported to the principal.

PART D: FIRE SUPPRESSION

Should the staff decide to attempt extinguishing any fires in their early stages, staff will:

1. Sound the alarm.
2. Notify other staff members of their location and exit plans.
3. Ensure all students and other staff are evacuated from immediate area.
4. Use proper type portable fire extinguishers.

EVACUATION POINTS/LOCATIONS

Assembly for all students and personnel are the areas designated across the fire access road. The Fire Department will ask students/staff to relocate, if needed, depending upon the situation.

INDIVIDUAL RESPONSIBILITIES**PRINCIPAL (OR DESIGNATE)**

1. Conduct Fire Drills.
2. Be in complete control of the Emergency Situation until such time the Fire Department arrives.
3. Ensure that all pupils are wearing indoor footwear at all times.
4. Designate staff member(s) to check non-teaching areas during and after evacuation. (Downstairs/upstairs washrooms, gym, hallways, staff room, office area).
5. Ensure all teachers including substitutes are briefed in regards to the Fire Safety Plan. The procedures will be outlined in the Staff Handbook and Supply Teaching Handbook.
6. If required, arrange any meeting with fire emergency response personnel.
7. Act as the "media information officer" to release fire emergency information when appropriate.

TEACHING STAFF

1. Staff are to evacuate students by means of designated primary or alternative exits.
2. Do a head count of their classes when exiting the room.
3. Prior to leaving the classroom, all windows must be closed. When the staff member leaves the room, he/she will turn the lights off and close the door.
4. Escort students to the designated assembly area outside, well beyond the Fire Department Access route and away from any fire hydrants. Practice caution when crossing the access route.
5. Do a head count again at the assembly area and report any missing students to the Principal/Acting Principal by sending another staff member as a runner to the Principal/Acting Principal.
6. Do not re-enter the building until authorization from the Fire Chief and the all clear is sounded by means of the P.A. system. This shall be done by the Principal/Acting Principal.

Please Note: Teaching Staff for Technical/Family Studies/Science are to ensure that:

1. Proper extinguishers are present and unobstructed;
2. Hazardous equipment (oxygen and acetylene welders, degreasing tank, dust collectors etc.) are maintained in good working condition.
3. Housekeeping standards are maintained.
4. Flammable liquids and gases are stored in a safe manner and in approved containers.
5. Students do not have loose clothing close to fire sources.

OFFICE STAFF DUTIES

1. In an unscheduled alarm, an emergency fire call will be made to the Fire Department using 911.
2. Ensure that student records and other data essential to school operation (e.g. back up disks, OSR's) are locked in fire resistant cabinets.

3. Shut off all electrical equipment, when and where possible.
4. Make sure the windows are closed and all doors are closed as you leave.

MAINTENANCE STAFF

1. Keep doors to stairways closed at all times.
2. Keep stairways, exits and other means of egress clear of combustibles and obstructions.
3. Do not permit combustible materials to accumulate in quantities, or in locations, which will constitute a fire hazard. When found, material is to be removed immediately.
4. Keep access roadways, fire routes and fire pumper connections (Siamese) accessible for the Fire Department.
5. Have a working knowledge of the fire alarm system and how to reset it.
6. Ensure your substitute knows and can carry out your duties if you are absent.
7. Ensure that tests, checks and inspections of the school system and equipment are properly performed on time.
8. Have and know the Ontario Fire Code.
9. Notify the Principal/Acting Principal of changes in the Fire Safety Plan.
10. Educate and train all support staff in related duties.
11. Monitor all contractors in building to ensure fire safety and compliance with the Fire Safety Plan.
12. Ensure maintenance staff are familiar with the Fire Safety Procedures and participate in annual Fire Emergency Training.

COMMUNICATIONS

DURING THE EMERGENCY

1. For purposes of conveying emergency information, E-mail and the school website will be used. The public will be informed at earliest possible time of the emergency situation if in the school.
2. The Principal or in his/her absence, the Acting Principal is the primary communication officer. The Principal or Acting Principal must also notify the Board.
3. Information regarding the emergency will be released only after consultation with Fire and Police authorities, maintenance supervisor and school administration.

FOLLOWING THE EMERGENCY

4. After consultation with Fire Authorities, a media release will be made by the communications officer.

FIRE SAFETY PROGRAM

FIRE DRILLS

1. Six (6) scheduled fire drills will be conducted during the school calendar year. Three (3) fire drills will be conducted between September 1st and December 31st each year. The remaining three (3) shall be conducted between January 1st and June 15th of the year.

2. All staff and students are required to exercise all emergency procedures and responsibilities as outlined in the fire safety plan.
3. A pull station (or detector) will be used to activate the fire alarm system for the scheduled fire drills.
4. Fire drill reports shall be completed for each fire drill and retained for two years by the Facilities Manager.
5. A debriefing session involving Principal and Maintenance Supervisor shall be held to evaluate each fire drill. Results will be shared with staff by posting results on the Health & Safety bulletin board.

FIRE SAFETY AWARENESS

1. Depending upon the curriculum area of study/need, (i.e. technology courses, foods, science, or art, outdoor education) fire safety awareness training expectations will be addressed with the students.

FIRE SAFETY PROGRAM**INSPECTION AND MAINTENANCE OF FIRE PROTECTION SYSTEMS**

1. All fire protection systems shall be inspected and maintained in accordance with applicable fire code requirement (Ontario Fire Code). The Inspection Certificate is posted on the main fire alarm panel in the school.
2. All fire protection and life safety systems shall exceed or meet minimum code requirements.
3. To assist in eliminating false fire alarms, the Maintenance Staff will inform the alarm monitoring agency of any work that is being conducted to the fire protections system or of any scheduled fire drills.

FIRE SAFETY INSPECTIONS

1. A fire safety inspection shall be conducted on an annual basis. This will be arranged by the Facilities Manager.

STAFF TRAINING

1. Orientation on the Fire Safety Plan shall be provided to all staff and included in the staff handbook.
2. All staff will be required to take a portable fire extinguisher training program annually.

APPENDIX A**A. AUDIT OF HUMAN RESOURCES**

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| Northern Lights Secondary School | (705) 336 – 2900 |
| Facilities Manager Blain Butterfly | Cell: (705) 336 – 8586 |
| Principal Shawn Klingenberg | Cell: (705) 336 – 8173 |
| Vice-Principal Peter Jolliffe | Cell: (705) 336 – 8403 |
| HR / Business Admin. Lyndsey Allard | Office: (705) 336 – 2903 |
| Approx. number of persons in the school per day: | Students 180 Staff 30 |

APPENDIX B**B. AUDIT OF FIRE PROTECTION RESOURCES**

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| Fire Extinguishers: | A.B.C. Type Dry Chemical |
| Top Floor Locations: | East Corridor West Corridor Mechanical Room, 2 dry chemical |
| Main Floor Locations: | East Corridor West Corridor Shops Main Office Lobby Gym Entrance (southwest) Pool Equipment Room Kitchen North Corridor |

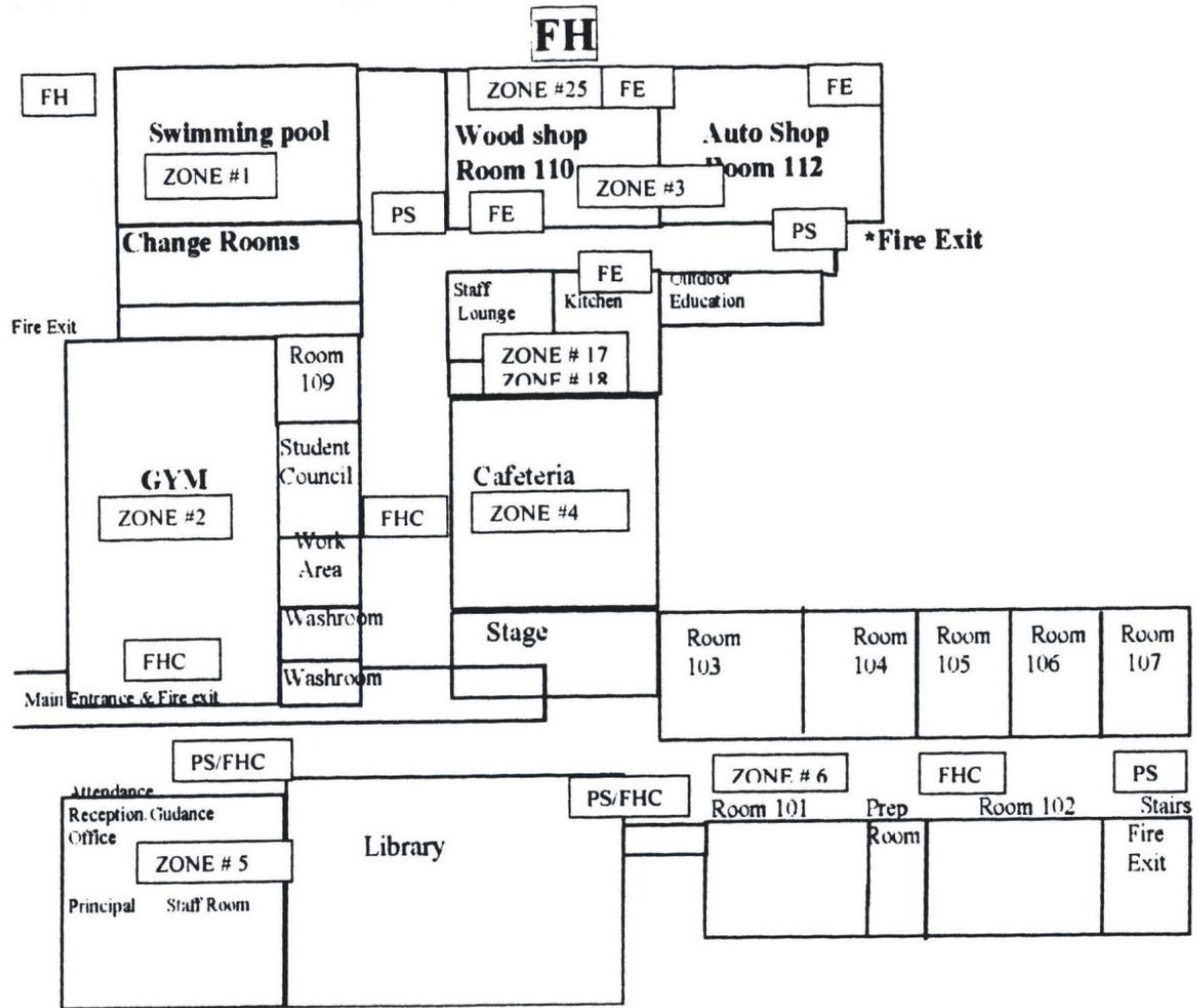
- Smoke detectors, heat detectors in corridors of both floors, and all stairwells.
- Exterior of building – 2 hydrants (See Appendix D –Main Floor)
- Siamese connections for fire truck located on west end of building.
- Building has a sprinkler system.

APPENDIX C**ZONE LOCATIONS:**

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| Zone 1 | Main Floor Pool Area | Zone 16 | Second Floor Sprinkler |
| Zone 2 | Main Floor Gym Area | Zone 17 | Kitchen and Area |
| Zone 3 | Main Floor Shops | Zone 18 | Kitchen and Hood |
| Zone 4 | Main Floor Cafeteria | Zone 19 | Handling Unit #2 |
| Zone 5 | Main Floor Administration | Zone 20 | Handling Unit #1 |
| Zone 6 | Main Floor Classroom Area | Zone 21 | Elevator Shaft |
| Zone 7 | Second Floor Pool Area | Zone 22 | |
| Zone 8 | Second Floor Mechanical Room | Zone 23 | |
| Zone 9 | Second Floor Classroom Area | Zone 24 | |
| Zone 10 | Stairs #207 S.E. | Zone 25 | 6" Fire Main |
| Zone 11 | Stairs #214 S.W. | Zone 26 | Sprinkler System |
| Zone 12 | Stairs #229 N.E. | Zone 27 | Second Floor Sprinkler |
| Zone 13 | Stairwell N.W. | Zone 28 | Main Floor Sprinkler |
| Zone 14 | Sprinkler System | Zone 29 | Fire Fighting System |
| Zone 15 | Main Floor Sprinkler | | |

APPENDIX D

MAP OF SCHOOL – MAIN FLOOR



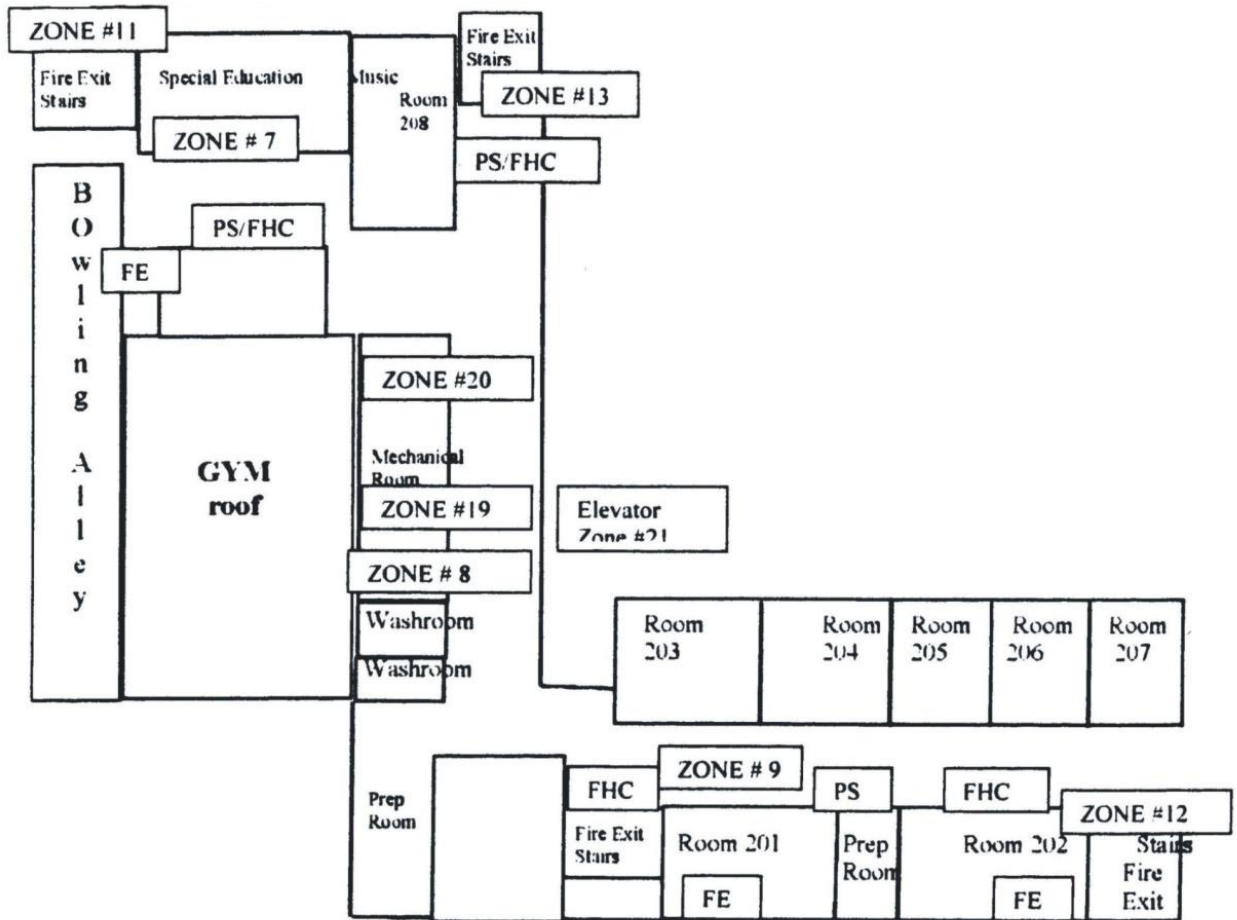
F.E.= Fire Extinguisher

F.H.C.=Fire Hose Cabinet

P.S. =Fire Alarm Pull Station

APPENDIX E

MAP OF SCHOOL – SECOND FLOOR



F.E.= Fire Extinguisher

F.H.C.=Fire Hose Cabinet

P.S. =Fire Alarm Pull Station