



HRCE FIRE SAFETY PLAN – After Hours Use of School Buildings

- All after hour's activities shall have a person who will be **designated in charge of fire safety.**
- The designated person shall be familiar with the fire safety requirements for the facility.
- The designated person shall review with the group the primary and secondary fire escapes routes of the building from the location they are in as well as washrooms (if in a different location).
- The designated person shall review with the group a fire evacuation safe meeting place outside the school. Contact the Principal for pre-approved areas.
- The designated person shall sweep their occupied areas, including associated corridors and washrooms to ensure all occupants have been evacuated.
- The designated person shall have an attendance list of all persons taking part in the group. The designated person must be in possession of the list at all times.
- The designated person shall confirm that each special need occupant has someone delegated to provide adequate assistance in evacuating the building.
- The designated person shall have access to a cell phone to communicate to other agencies (police, fire officials, ambulance service, etc.) once outside of the school. Re-entry to the school is prohibited.
- **Note: Occupants are to evacuate the building immediately, regardless of weather conditions and are not permitted to retrieve coats or personal belongings.**
- The designated person shall have a flash light and a florescent vest that will be worn in the event of a fire emergency when coordinating the evacuation. This vest also serves as identification to officials the person in charge of the group and main contact.
- The designated person shall receive the Fire Department in a safe area to direct them to the scene of the emergency.
 - **Note: If the Fire Department confirms the alarm to be over and you have been given permission to re-enter the building, the fire alarm system is to be re-set via the main fire alarm panel. Contact night custodian or phone HRCE After-Hours Message Service (442-2476) for assistance in re-setting fire alarm system.**
- The designated person shall ensure all fire exits/halls/doorways remain free of obstacles at all times in case of a fire evacuation.
- The designated person shall ensure fire doors are not wedged open or shut.
- The designated person shall ensure occupant loads do not exceed allowable limits. Limit signs are posted in gyms and cafeterias.

HRCE FIRE SAFETY PLAN – In School Personnel

2.9 After Hours Use

2.9.1 Introduction

This is your fire safety plan, administered by the principal. This section has been designed specifically for persons using the facility for after hours use.

All after hour activities shall have a person who will be designated in charge of fire safety. This person will be familiar with the fire safety requirements for the facility. This person will coordinate with the facility administrator or principal to ensure that they are fully aware of the fire safety requirements for the facility. If there is anything you are unsure of, do not hesitate to contact your supervisor or the principal.

2.9.2 Fire Prevention in Schools

It is important that all school and facility staff is aware of the fire hazards in their department and develop appropriate habits for good fire prevention. These include:

1. Not engaging in unsafe storage of combustibles or flammables.
2. Not smoking within the facility.

3. Proper use of gas and its associated components.
4. Being alert for signs of fire.
5. Making sure fire doors are not wedged open.
6. Preventing unsafe use of electrical equipment.

2.9.3 Fire Safety Systems and Maintenance

The Fire Safety Systems Maintenance Information binder contains a general overview of the function and operation of the fire safety systems that have been designed and installed in this facility to provide protection for you and all occupants against the threat of fires. Reduced floor plan drawings and a site plan drawing indicating the location of important fire safety features can be found in the Fire Safety Systems Maintenance Information binder.

2.9.4 Fire Emergency Procedures

Knowing what to do in case of a fire or a fire alarm is extremely important in order that every fire emergency is dealt with safely and efficiently. These fire emergency procedures have been developed specifically for persons using the facility for after hours use.

Upon Hearing an Alarm

- Remain calm and be alert for signs of fire.
 - Ensure persons with special needs are receiving the assistance required to assist them in exiting the facility.
 - Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
 - Close all doors behind you.
 - Evacuate to the exterior designated meeting area.
 - Follow instructions by the person in charge or their appointed replacement.
 - Do not leave the meeting point until instructed to do so.
- Occupants are to evacuate the building immediately, regardless of weather conditions. Persons are not allowed to retrieve coats or personal belongings.**

Discovery of Smoke or Fire

- Notify other persons in the immediate area.
- Activate the nearest fire alarm pull station.
- Use a fire extinguisher to extinguish the fire if possible. This is a recommendation not a requirement.
- Notify the fire department (911 or 9-911).
- Notify the person in charge.
- Conduct a sweep of your area including corridors and washrooms to confirm occupants have evacuated.
- Close all doors behind you.
- Leave via designated exits to designated meeting point.
- Follow directions of the person in charge or their appointed replacement.
- Be prepared to direct the person in charge or the fire department to the fire when they arrive.

2.9.5 Special Procedures

This section contains special important instructions for items such as the correct use of a fire extinguisher. The use of fire extinguishers is a recommendation not a requirement.

Use of Fire Extinguishers

To use a fire extinguisher, remember the acronym PASS. You simply pull, aim, squeeze, and sweep.

- **Pull** the pin between the two handles.
- **Aim** the nozzle at the base of the fire, since the pressure of spraying directly into the fire may spread the burning material.
- **Squeeze** the handles together.

- **Sweep** the extinguisher from side to side. Evenly coat the entire area of the fire. Keep applying the fire extinguishing agent even after the flames are put out. Stay near the extinguished fire, if possible, until the fire department arrives.

Only consider attempting to extinguish a small fire with a fire extinguisher if:

- You are confident it is safe to do so, and
- The fire is not between you and your only exit