



FIRE PROCEDURES FOR PRINCIPAL OR DESIGNATE

Responsibility:	<i>Superintendent, Human Resource Services Manager, Health, Safety & Security</i>
Legal References:	<i>Nil</i>
Related References:	<i>Administrative Procedure 3050 - Fire Drills</i>
Revisions:	
Reviewed:	<i>January 2016</i>

1. Preamble

- 1.1 The procedures that follow provide guidelines and expectations for responding to both active and extinguished fires, and the administration of fire drills. The responsibilities of principals and/or designates and the training of supervisory staff with regards to fire safety, and general fire safety rules are also outlined.

2. Active Fire

- 2.1 Ensure the fire alarm has been activated.
- 2.2 Dial 911 and notify the fire department of the emergency conditions.
- 2.3 Supervise the evacuation of the occupants. Public address system can be used if necessary.
- 2.4 Upon arrival of firefighters, inform the officer in command regarding conditions in the building and coordinate the efforts of supervisory staff with those of the fire department.
- 2.5 Ensure the fire alarm system is not silenced until the fire department has responded and the cause of the alarm has been investigated.
- 2.6 Procedures must be established to facilitate fire department access to the building and the fire location within the building.

3. Extinguished Fire

- 3.1 Telephone fire department. (Waterloo Region District School Board Schools Must Contact Kitchener Fire Department – 519-741-2494)
- 3.2 Phone Safety, Wellness and Security Department – 519-570-0003, Ext. 4504.
- 3.3 Close off area.
- 3.4 Do not disturb fire area (no clean up).
- 3.5 Fire department will notify police if required.
- 3.6 Obtain name of individuals who discovered fire and witnesses in the area.

4. Fire Drills (Administrative Procedure 3050)

- 4.1 The purpose of a fire drill is to ensure building occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.
- 4.2 Following each drill, all persons with delegated responsibilities should attend a debriefing to report on their actions and the reactions of the occupants. Fire drills must be conducted in accordance with the frequencies stated in the fire code.
- 4.3 WRDSB facilities must have total evacuation fire drills three times in each of the fall and spring terms (six times a year).
- 4.4 (Waterloo Region District School Board Schools Must Contact Kitchener Fire Department – 519-741-2494).

5. Responsibilities of Principal and/or Designate

- 5.1 The principal or designate has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated in their fire safety plan.
 - 5.1.1 Establish emergency procedures to be followed at the time of an emergency.
 - 5.1.2 Appointment and organization of designated supervisory staff to carry out fire safety duties.
 - 5.1.3 Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
 - 5.1.4 Scheduling the necessary six fire drills.
 - 5.1.5 Control of fire hazards in the building.
 - 5.1.6 Maintenance of building facilities provided for safety of the occupants.
 - 5.1.7 Provisions made for alternate safety measures of occupants during a shutdown of fire protection equipment.
 - 5.1.8 Assuring those checks, inspections and tests as required by the fire code are completed on schedule and those records are retained.
 - 5.1.9 Notification of the Chief Fire Official regarding changes in the fire safety plan.
 - 5.1.10 Be in complete charge of the approved fire safety plan and the specific responsibilities of the personnel.
 - 5.1.11 Designate and train sufficient assistants to act in this position.
 - 5.1.12 Educate and train all building personnel and occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved fire safety plan.
 - 5.1.13 Survey the building to determine the number of exits available from each floor or area.
 - 5.1.14 Prepare and post on each floor area a schematic diagram indicating the primary and secondary exits to be used in the event of an evacuation.
 - 5.1.15 Ensure that the schematic diagrams show type, location and operation of all building fire emergency systems, e.g. location of fire alarm control panel, fire hose cabinets and water control valves are maintained.

6. Training of Supervisory Staff

- 6.1 All supervisory staff are to be supplied with a copy of the Fire Safety Plan and are required to become familiar with its contents. Fire Safety Plan must be kept in the Fire Safety Plan box at each location.
- 6.2 All supervisory staff must be shown:
 - 6.2.1 How to reset the fire alarm system (an activated system must not be reset until authorized by a fire department officer).
 - 6.2.2 The location of the standpipe and sprinkler controls where applicable.
 - 6.2.3 The location of keys to provide access to all locked areas and the location of equipment that may be used in an emergency (extra fire extinguishers, spare sprinkler heads, etc.).

- 6.2.4 How to bring elevator(s) to the ground floor and hold them for emergency crews (where applicable).
- 6.2.5 How to use the fire fighting equipment installed within the building.
- 6.2.6 Use of the public address system.
- 6.2.7 In the event of fire, **ensure the ventilation system is shut down.**
- 6.2.8 The procedures for evacuation of non-ambulatory occupants (if necessary).

7. General

- 7.1 Do not chain doors.
- 7.2 Do not allow wedging or blocking of fire doors.
- 7.3 Doors to stairways closed at all times with the exception of magnetic door hold open devices that are hard wired into the fire alarm system.
- 7.4 Keep stairways, landing, hallways, passageways and exits, inside and outside, clear of any obstructions at all times.
- 7.5 Do not permit combustible waste materials to accumulate in quantities or locations, which will constitute a fire hazard.
- 7.6 Keep access roadways, fire routes and fire pumper connections clear and accessible for fire department use.
- 7.7 Participate in fire drills: occupant participation is mandatory.
- 7.8 Ensure other site users are familiar with fire safety procedures.
- 7.9 No double locks or unusual locking devices on doors.
- 7.10 Avoid unsafe cooking practices, deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
- 7.11 Do not use unsafe electrical appliances.
- 7.12 Do not use extension cords as permanent wiring.
- 7.13 Do not over-load outlets.
- 7.14 Know the correct building address.