

Administrative Procedures Manual	Administrative Procedure 159
	Fire Hazards
	APPROVED: February 2015
Page 1 of 8	AMENDED/REVIEWED: September 2019, February 2017
LEGAL REFERENCE:	Section 52, 53, 68, 197, 222 Education Act, National Fire Code of Canada

Background

The Division wants to ensure a safe learning and working environment. We help to ensure this by eliminating and reducing possible fire hazards. Awareness by all employees is required.

Procedures

1. GENERAL FIRE REGULATIONS

The general fire regulations refer to all Division buildings.

- 1.1. All open flames are prohibited except
 - 1.1.1. Under the direction and supervision of an educator for the purposes of educational instruction in an approved area (CTS lab/ science lab, kitchen).
 - 1.1.2. For the purpose of general school operations such as maintenance service and kitchen or cafeteria services.
- 1.2. Exit doors and doors in corridors leading to exits shall not be locked with any device other than approved panic hardware, at any time the school is in use, including the noon break and during after-hours activities.
- 1.3. Stairwell, smoke and fire separation doors shall not be held open with any mechanisms other than approved magnetic hold open devices.
- 1.4. Furniture or equipment shall not be placed in any area so as to block, interfere with, or reduce corridor widths or exits.
- 1.5. Instances of faulty fire equipment or vandalism to or theft of fire extinguishers shall be immediately reported to Maintenance.
- 1.6. Infractions noted in Safety Code Officers' inspection reports shall be complied with, within the time period specified.
- 1.7. Every fire extinguisher shall be clearly visible and accessible at all times.
- 1.8. In assembly areas (i.e. gymnasium) with occupant loads exceeding 60 persons, the occupant load shall be posted in conspicuous locations near the principal entrances to the room.
- 1.9. Fire extinguishers within the school shall not be used for demonstration purposes. Additional extinguishers may be requisitioned for this purpose from Facilities Maintenance.
- 1.10. All flammable, combustible, corrosive, oxidizing or organic liquids shall be properly stored in containers and cabinets consistent with Work Place Hazardous Materials

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Information System (WHMIS) and Transportation of Dangerous Goods (TDG) regulations. Where storage cabinets are available, they must be used. Where storage cabinets are not available or not practicable for flammable or combustible liquids, storage outside of a cabinet shall not exceed the following limits set forth from the AB Fire Code:

Room Type	Maximum Quantity
**Single Room	10L (5L maximum of Class 1 Liquids)
**Fire Compartment <i>(Full Separation with all building materials certified with 45 minute Fire Rating)</i>	250L (60L maximum of Class 2 Liquids and 10L maximum of Class 1 Liquids)
Automotive Shops/ Industrial Arts	75L (25L of Class 1 Liquids)
** Storage of flammable or combustible liquids inside a single room or fire compartment must be approved by the Director of Operations.	

- 1.11. All refuelling of gasoline powered equipment shall be done in well ventilated areas, preferably outdoor where possible.
- 1.12. All gasoline powered equipment shall be stored in areas that are locked and closed at all times.
- 1.13. Mechanical, boiler, crawl space, electrical, server and fan room doors are to be kept closed and locked at all times.
- 1.14. Mechanical, boiler, crawl space, electrical, server and fan rooms shall not be used for storage.
- 1.15. Corridors utilized for coat storage (coat racks) shall be equipped with a smoke detector(s) connected to the fire alarm system.
- 1.16. As alcohol based hand sanitizers are flammable liquids, all sites shall use non-alcohol based hand sanitizers that meet the Occupational Health and Safety standards outlined for the Division.
- 1.17. If parents choose to send alcohol based hand sanitizers to school with their children, the hand sanitizer shall be in a container of 75 ml or less.
- 1.18. Parents shall be advised that, in sending the alcohol based hand sanitizer to school,

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they are assuming responsibility for educating their child on the proper storage and use of the product and its potential for adverse effects.

2. DISPLAY AND DECORATIVE MATERIALS

- 2.1. All stage drapes or curtains in assembly spaces (auditoria and gymnasias) shall be flame resistant.
- 2.2. Festive display and decorative materials in assembly spaces shall be flame resistant.

3. DISPLAY OF STUDENT PREPARED COMBUSTIBLE ARTWORK AND TEACHING MATERIALS

- 3.1. Display tack boards are considered to form part of the permissible wall surface area for artwork and teaching materials display and are subject to the same restrictions. Additional fire protection systems (sprinkler system, number of exits) may vary (increase) the acceptable amount of combustible material allowed on walls.
- 3.2. Combustible artwork and teaching material shall not exceed 20 per cent of the surface of classroom or corridor walls.
- 3.3. Combustible artwork and teaching material shall not be applied or attached to classroom or corridor ceilings.
- 3.4. Three dimensional displays shall not extend more than 100 mm from walls in classrooms and corridors.
- 3.5. Materials shall be stored with a minimum of 300mm clearance between the top of storage and the ceiling in an unsprinklered building. There must be 450 mm between the stored material and any sprinkler heads in a sprinklered building.

4. FESTIVE DECORATIONS

- 4.1. "Festive decorations" shall be flame resistant.
 - 4.1.1. For the purpose of this sentence, festive decorations made by students and displays will be considered combustible artwork and teaching materials and shall not exceed 20 per cent of the surface of classroom or corridor walls.
 - 4.1.2. Festive decorations inside assembly areas (i.e. gymnasiums) shall be flame resistant.
- 4.2. Harvested natural trees and/or bows may be used for display purposes upon approval from the Director of Operations.

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- 4.3. Artificial trees and all other forms of decorations shall not be placed near radiators, convectors, or any heating or ventilating unit, or in any location where they may obstruct exits.
- 4.4. All tree lights shall be approved by the Canadian Standards Association for their intended application.
- 4.5. Only use indoor lights indoors.
- 4.6. Tree lights shall be turned on only when the area is supervised.
- 4.7. Tree lights shall be inspected prior to installation to ensure wires are in good working order, not frayed, cracked, torn or manipulated in a way to cause resistance to the electrical currents (kinked/bent/ clipped, etc.). Always follow the manufacturer's instructions regarding how many lights that can be connected together (usually 3 sets unless otherwise noted).

5. SPECIAL EVENTS

- 5.1. Pyrotechnics of any kind shall be strictly prohibited.
- 5.2. Assemblies in gymnasiums shall not exceed the maximum occupancy specified. Occupancy limits for each site are available from Facilities and shall be posted on the wall of the gymnasium of every school. If any time there is a mixture of occupancy types such as a combination of people sitting on chairs, at tables or standing, the lowest number of maximum occupancy specified will apply.
- 5.3. Always lock bleachers/ stands when they are in open or in storage position and verify all connections are in place as per manufacturer's specifications.

6. SEATING REQUIREMENTS

All arrangements shall adhere to aisle requirements as outlined in the Alberta Building code, NFPA 101 Life Safety Code and as outlined below (Refer to Diagrams 1 & 2 for seating placement).

- 6.1. Non-fixed seating (Diagram 1)
 - i. Except as provided in Sentence (3), the seats shall be arranged in rows having an unobstructed passage of not less than 400 mm between rows measured horizontally from the backs of the seats in one row to the edges of the seats in the next row in the non-occupied position.
 - ii. Except as provided in Sentence (2) aisles shall be located so that there are no more than 7 seats, or 12 without backs, between every seat and the

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nearest aisle.

- iii. Each row shall not have more than 15 chairs.
- iv. Dead end aisles shall not exceed 6 m.
- v. Except as provided in Sentence (3), when the occupant load exceeds 200 persons,
 - o the seats in a row shall be fastened together in units of no fewer than 8 seats, or
 - o where there are 7 seats or fewer in a row, all seats in the row shall be fastened together.
- vi. Each aisle shall terminate in a cross aisle, foyer or exit, and the width of the cross aisle, foyer or exit be at least the required width of the widest aisle that it serves, plus 50% of the total required width of the remaining aisles that it serves.
- vii. The clear width of an aisle shall not be less than 1.1 m.
- viii. The distance to an exit door by means of any aisle shall not be more than 30 m in an area without sprinklers; 45 m. in area that has sprinklers.

6.2. When non-fixed seats are provided in outdoor places of public assembly,

- 6.2.1. Aisles shall be located so that there are not more than 15 seats between every seat and nearest aisle, and
- 6.2.2. The clear width of an aisle in millimeters shall be no less than the greater of 1,200 or the product of the number of seats served by that aisle and 1.8.

6.3. When non-fixed seats are provided at tables arranged in rows (Diagram 2), the spacing between the nearest edges of tables in 2 successive rows shall be not less than

- 6.3.1. 1,400 mm where seating is arranged on both sides of the tables (back to back), or 1,000 mm where seating is on one side only.

7. PLASTIC FOAM HAZARD

- 7.1. The use of exposed plastic foam in any form is prohibited in schools (e.g., in the construction of stage props, or in kindergarten or elementary giant "building blocks"). This does not apply to the use of plastic foam cups or other containers.

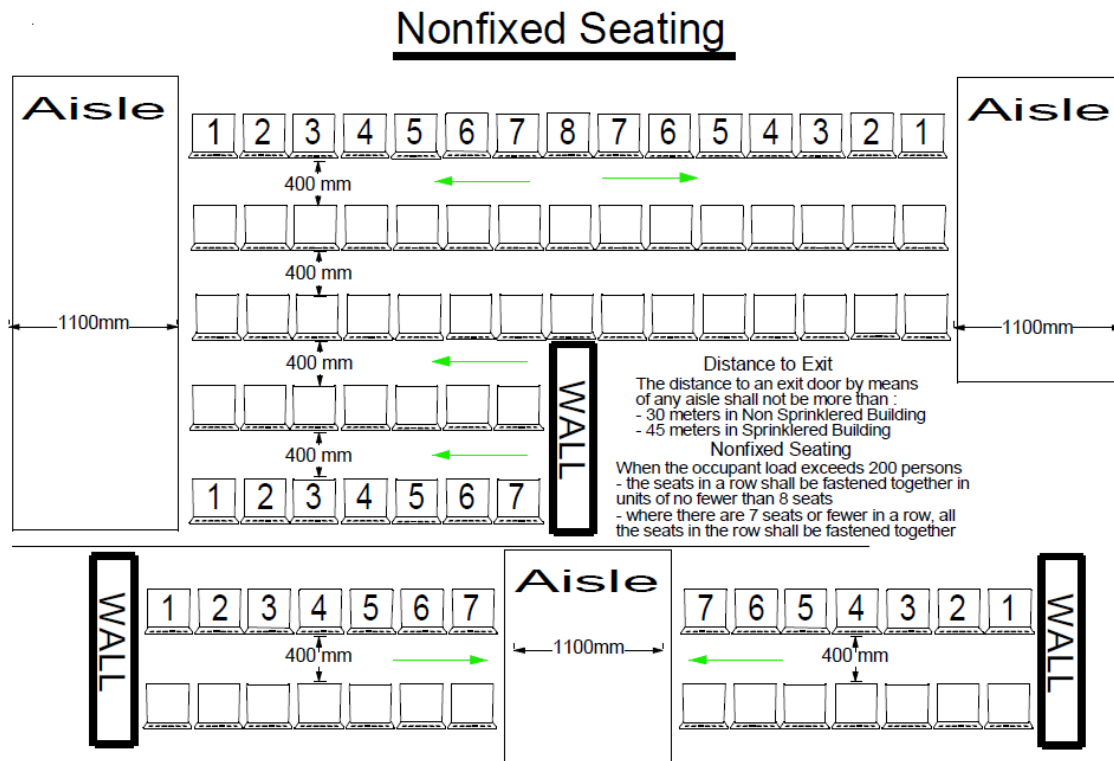
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8. OVERNIGHT ACCOMMODATION

- 8.1. All outside user groups and the designated supervisor of the group shall be approved by the Associate Superintendent of Business Services.
- 8.2. School premises shall be inspected and approved by the Grande Prairie Fire Department prior to a school being used as a temporary dormitory to accommodate students overnight.
- 8.3. The following conditions shall be met:
 - 8.3.1. There shall be approved emergency lights,
 - 8.3.2. Exit signs including directional exit signs shall be in place,
 - 8.3.3. Approved smoke alarms shall be installed in all sleeping areas,
 - 8.3.4. Supervision ratio shall be a minimum of one adult for every 15 students at all times including sleeping hours,
 - 8.3.5. There shall be no smoking anywhere in the school property.
 - 8.3.6. A member of the school staff or a designated Division employee shall be present at all times for school related date functions.
 - 8.3.7. Outside user groups must provide a designated person/s to be present at all times, in lieu of a Division employee.
- 8.4. An acceptable written fire evacuation plan shall be in place and reviewed by all supervisory personnel prior to each sleepover, Grande Prairie Fire Department and Division Safety Coordinator shall be provided with the following information:
 - 8.4.1. End time of sleepover
 - 8.4.2. Number of students to be accommodated
 - 8.4.3. Names of supervisors in attendance
 - 8.4.4. A telephone number, other than the school phone number, where a supervisor can be contacted.

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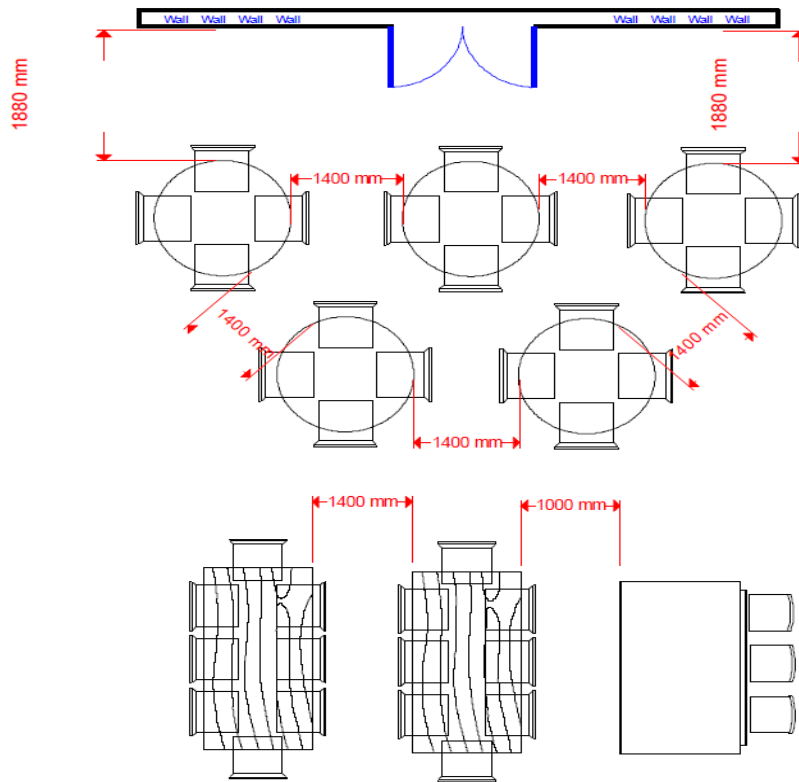
DIAGRAM 1 – Non-fixed seating requirements:



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DIAGRAM 2 – Non-fixed seating and table requirements:

Non Fixed Seats at Tables



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When nonfixed seats are provided at tables arranged in rows, the spacing between the nearest edges of tables in 2 successive rows shall be not less than
a) 1400mm where seating is arranged on both sides of tables(back to back), or
b) 1000mm where seating is on one side only

Additional Requirements may be applied conforming to NFPA 101 Life Safety Code at the discretion of the Authority Having Jurisdiction depending on the event