



ADMINISTRATIVE PROCEDURES

SCHOOL FIRE SAFETY PLANS (Policy Statement: School Fire Safety Plans)

Purpose

Fire Safety Plans for each school will be developed in consultation with staff and the School Council, using the format provided by Plant and Planning Services. This document, once approved, is to be kept readily available on site in the Principal's office and the Custodian's office at all times for use by Fire Officials in the event of an emergency.

References

Fire Protection and Prevention Act, 1997
Ontario Fire Code (O. Reg. 213/07)

Procedures

1. Each School Fire Safety Plan will address:
 - emergency evacuation procedures to be followed in the case of fire during class time, at recess and at lunch
 - staff responsibilities for designated fire safety duties
 - procedures for instruction of staff concerning fire safety
 - fire drill procedures
 - control of fire hazards in building
 - building maintenance procedures related to fire safety
 - procedures in the event of temporary shut down of fire protection equipment or systems
 - after-hours use of school procedures

3. Each School Fire Safety Plan will include:
 - a list of key contact persons
 - an evacuation plan
 - a list of students requiring special assistance
 - schematics of the school and its life safety systems
 - maintenance and alarm test records

4. Each school's developed plan shall be submitted for approval to the appropriate local Chief Fire Official by Plant and Planning Services.
5. Following approval by the local Chief Fire Official, a copy of the approved plan shall be filed with the Manager of Plant Operations and the substance of the plan shared with staff, parents and guardians on an annual basis by the school principal.
6. The plan shall be reviewed annually by the school principal in consultation with the Manager of Plant Operations, and, where appropriate, amended and re-submitted to the local Chief Fire Official for approval, through Plant and Planning Services.
7. Revised and updated plans, once approved, shall also be filed with the Manager of Plant Operations.
8. All documents contained in the Fire Safety Plan shall be in the English language. Supplementary instructional materials supporting this plan may be in the language of instruction appropriate to the school.

Approved: June 2007

Reviewed: April 2019