
HORIZON SCHOOL DIVISION
POLICY HANDBOOK

Policy Code: EBCB
Policy Title: Fire Prevention Measures
Cross Reference: HCE
Legal Reference: Fire Code Regulation
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS PRINCIPAL TO ESTABLISHING, IN ACCORDANCE WITH LEGISLATIVE AND CODE REQUIREMENTS AND IN CONSULTATION WITH THE LOCAL FIRE DEPARTMENT, APPROPRIATE PROGRAM AND PROCEDURES FOR THE SAFE AND ORDERLY EVACUATION OF STUDENTS DURING A FIRE DRILL, AN ACTUAL FIRE, OR OTHER EMERGENCY AND ENSURING APPROPRIATE FIRE PREVENTION MEASURES.

GUIDELINES

1. Approved fire extinguishers shall be provided in all schools and buildings and shall be of a type determined by the class of combustible material in the area to be protected.
 - 1.1. Fire extinguisher inspections shall be organized and conducted annually by the Maintenance Department.
 - 1.2. Faulty fire equipment or vandalism to or theft of fire prevention equipment should be immediately reported to the principal and/or facilities manager.
2. Fire doors shall not be permanently held open and should be maintained in a closed position, unless equipped with a magnetic hold-open device.
3. Christmas trees brought into the school must comply with Fire Department guidelines.
 - 3.1. Harvested natural trees shall not be used for display purposes.
4. The use of extension cords shall be kept to a minimum.
5. Mechanical rooms, storerooms, and basement areas shall be kept in a clean, neat, and tidy condition at all times, free from rubbish, litter, oily rags, construction waste, and other waste matter of any description.
 - 5.1. Caretakers, maintenance, and technology staff shall not store or permit anyone else to store any materials or equipment in janitorial, server, boiler, electrical or mechanical rooms.
 - 5.2. All walls, ceilings, in boiler rooms and surrounding areas, shall be kept in a good state of repair to prevent the spread of fires.
6. All flammable, combustible, corrosive, oxidizing or organic liquids shall be properly stored in cabinets consistent with Work Place Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) regulations.

- 6.1. Cloths and rags used in conjunction with flammable liquids shall not be allowed to accumulate.
7. Flammable and combustible liquids in schools shall be limited to reasonable amounts essential for maintenance, demonstration, or experimental work and subject to storage requirements.
8. Students and staff should become familiar with at least two exits for evacuation in case one exit becomes inaccessible.
9. Staff should know the location of fire alarm stations in the school and be familiar with their operation.
10. Staff should know the location of fire extinguishers and be familiar with their use.

REGULATIONS

1. Fire escapes, balconies, ladders, halls, exits, and all means of egress shall be kept clear of obstructions at all times.
2. No exit door shall be locked, bolted, or otherwise fastened so that the door cannot be opened from the inside by the use of the ordinary door latch or knob or by pressure on the door or on a panic release device.
3. Within a day after its occurrence, the principal shall report to the Associate Superintendent of Finance and Operations, in writing, every fire regardless of its size.
4. The principal shall ensure that each teaching area in the school is posted with an appropriate fire drill sign indicating the normal evacuation route.
5. During the first week of school, employees and students shall be instructed how to proceed during an evacuation.
6. A fire drill shall be held at least three times during the fall semester and three times during the spring semester, as per code.
7. The principal shall maintain a record of all fire drills and evacuations including the following information:
 - 7.1. date and time of exercise;
 - 7.2. evacuation time
 - 7.3. comments and recommendations.
8. A copy of fire drill procedures shall be included in the School Safety Plan.