



# CALGARY BOARD OF EDUCATION

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## Administrative Regulation 8003 - Fire Prevention Measures

A copy of these regulations shall be posted conspicuously in the caretaker's room in each school. Another copy shall be readily available in the principal's office.

### 1. INSPECTION OF SCHOOLS

Calgary Fire Department inspections of all school buildings shall be carried out on a tri-yearly basis. One copy of the inspection report will be left with the school and one copy forwarded to the Division of Facilities who shall be responsible for proper action to eliminate all fire hazards reported.

### 2. FIRE DOORS

All fire doors must be maintained in a closed position, unless equipped with a magnetic hold-open device.

### 3. FIRE ESCAPES AND EXITS

- a. Fire escapes, balconies, ladders, halls, exits, and all means of egress shall be kept clear of obstructions at all times.
- b. No snow or ice shall be permitted to remain on steps and landings of the escapes and exits.
- c. 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.

### 4. ELECTRICAL EQUIPMENT

- a. All electrical installations shall be approved by the City Electrical Inspection Department.
- b. The use of lamp cord for extensions of electric lights and appliances is prohibited, and other extension cords shall be kept to a minimum.
- c. A test shall be made of all exit lights and emergency lighting systems once a week.

### 5. GAS HAZARDS

The caretaker and school staff responsible for the use of gas fired appliances shall keep a constant check on their equipment. In the event of defects, the gas supply shall be turned off until repairs are completed. The main gas valve, in school science rooms and other instructional areas, shall be turned off when the system is not in use.

## **6. MECHANICAL ROOMS, STOREROOMS, AND BASEMENT AREAS**

- a. 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.
- b. Caretakers shall not store or permit anyone else to store any materials or furniture in boiler rooms, fan rooms, or main electrical rooms.
- c. All walls, ceilings, in boiler rooms and surrounding areas, shall be kept in a good state of repair to prevent the spread of fires.

## **7. GOOD HOUSEKEEPING**

The importance of good housekeeping within the school building cannot be over-emphasized. Cloths and rags used in conjunction with oil, turpentine, solvents, linseed oil, or other flammable liquids shall be stored in a metal container with a tight-fitting, self-closing lid and shall not be allowed to accumulate. Caretakers shall store their oil and cleaning supplies in a safe place, where the risk of fire is at a minimum. Storing of wastepaper in supply rooms or closets over night or for long periods during the day is prohibited. Every effort must be made to dispose of waste paper at the end of the day. In all industrial education shops, all oily rags and waste, etc., shall be placed within self-closing metal containers.

## **8. FIRE PROTECTION EQUIPMENT**

- a. Approved fire extinguishers shall be provided in all schools and shall be of a type determined by the class of combustible material in the area to be protected as follows:
  - i. Class "A" fire extinguishers for areas where ordinary combustibles such as wood, paper, cloth, etc., are found.
  - ii. Class "B" fire extinguishers for areas where flammable liquids such as gases, oils, greases, paints, etc., are found.
  - iii. Class "C" fire extinguishers for areas where electrical devices, motors, appliances, etc. are located.
- b. Additional fire extinguishers shall be provided as directed by the Fire Prevention Bureau.
- c. All fire extinguishers shall be serviced at least once each year and after discharge. Buildings equipped with standpipes shall have a fire hose properly connected at each valve. The Fire Department Inspector shall make periodic inspections to see that this is done and that all fire fighting equipment is in good order and ready for use.

## **9. FIRE ALARMS**

Fire alarm warning systems shall be audible in every area of the building. In case of defects, the Division of Facilities and the principal shall be notified regarding the nature of the defects. Local fire-alarm-only fire switches shall be plainly marked with a red panel and the words "local fire alarm only, notify Fire Department by phoning 911."

## **10. DECORATIVE MATERIALS**

- a. All decorative materials used in schools shall be flame proofed or of flame-proof materials according to the standards of the Alberta Fire Code.
- b. Treatments of materials shall be carried out as often as necessary to maintain the flame-proof effect.
- c. Principals and teachers are specifically warned that Christmas trees brought into the school must comply with Fire Department guidelines and that streamers and other free-hanging decorations or decorative construction must be flame proofed.

## **11. REPORTING FIRES**

- a. It shall be the duty of all Board employees to familiarize themselves with the location, the proper manner of sounding alarms, and reporting fires to the Fire Department by phoning 911.
- b. Within a day after its occurrence, the principal shall report to the Division of Facilities, in writing, every fire regardless of its size.

## **12. FLAMMABLE AND COMBUSTIBLE LIQUIDS**

Flammable and combustible liquids in schools shall be limited to reasonable amounts essential for maintenance, demonstration, or experimental work, and such quantities and storage locations shall be subject to the approval of the fire authority. Any quantity of gasoline in a school must be under permit, and if permit is granted, gasoline must be stored in an automatic self-closing container.

## **13. CONSTRUCTION AND RENOVATIONS**

During the construction, renovation, maintenance, and alterations to any Calgary Board of Education buildings, the storage, handling, and use of all hazardous and combustible constructional materials and waste shall be in compliance with all provincial and municipal codes and regulations.

<b>Approved:</b>	February 11, 1963
<b>Amended:</b>	March 17, 1987
<b>Re-issued:</b>	February 15, 2003