

**CODE:** DBBA.AR

**EFFECTIVE DATE:** (29-01-2020)

**TOPIC:** Fire Hazard Regulations

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## REGULATION

### A. GENERAL FIRE REGULATIONS

The general fire regulations refer to all Division buildings.

1. All open flames are prohibited.
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.
3. Stairwell, smoke and fire separation doors shall not be held open with any mechanisms other than approved magnetic hold open devices.
4. Furniture or equipment shall not be placed in any area so as to block, interfere with, or reduce corridor widths or exits.
5. Instances of faulty fire equipment or vandalism to or theft of fire extinguishers shall be immediately reported to Security Services.
6. Infractions noted in Safety Code Officers' inspection reports shall be complied with, within the time period specified.
7. Every fire extinguisher shall be clearly visible and accessible at all times.
8. Fire extinguishers within the school shall not be used for demonstration purposes. Additional extinguishers may be requisitioned for this purpose from Facilities Maintenance.
9. 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.
10. All gasoline and propane powered equipment and associated fuel supplies shall be stored exterior to the school building and in accordance with regulations.
11. Mechanical, boiler, crawl space and fan room doors are to be kept closed and locked at all times.
12. Mechanical, boiler, crawl space and fan rooms shall not be used for storage.

13. Corridors utilized for coat storage (coat racks) shall be equipped with a smoke detector(s) connected to the fire alarm system.
14. 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.
15. 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. Parents shall be advised that, in sending the alcohol based hand sanitizer to school, they are assuming responsibility for educating their child on the proper storage and use of the product and its potential for adverse effects.
16. All toilet paper and paper towel dispensers shall be of all metal construction.
17. All garbage cans located in washrooms shall be of metal construction and equipped with lids.
18. Washroom doors shall be held open by approved magnetic hold open devices only.

**B. DISPLAY AND DECORATIVE MATERIALS**

1. All stage drapes or curtains in assembly spaces (auditoria and gymnasias) shall be flame proof, and all curtains other than fire curtains shall be at least 75 mm off the floor or stage. This does not apply to classrooms.
2. Display and decorative materials in assembly spaces shall be flame proof.

**C. DISPLAY OF STUDENT PREPARED COMBUSTIBLE ARTWORK AND TEACHING MATERIALS**

Display tackboards are considered to form part of the permissible wall surface area for artwork 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.

1. Combustible artwork material shall not exceed 20 per cent of the surface of classroom or corridor walls.
2. Combustible artwork material shall not be applied or attached to classroom or corridor ceilings.
3. Three dimensional displays shall not extend more than 100 mm from walls in classrooms and corridors.
4. Combustible artwork materials in classrooms shall not be located within two metres of a classroom door.
5. Combustible artwork materials in corridors shall not be located within three metres of classroom doors.
6. Combustible corridor displays shall not exceed a length of five metres. A one metre break is to be provided between corridor displays.
7. Materials shall be stored with a minimum of 900 mm clearance between the storage unit and the ceiling. There must be 450 mm between the stored material and any sprinkler heads.

#### D. FESTIVE DECORATIONS

1. "Festive decorations" shall be flame resistant.
2. Harvested natural trees shall not be used for display purposes.
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. All tree lights shall be approved by the Canadian Standards Association for their intended application.
5. Tree lights shall be turned on only when the area is supervised.

#### E. SPECIAL EVENTS

1. Pyrotechnic displays of any kind shall be strictly prohibited.
2. Assemblies in gymnasiums shall not exceed the maximum occupancy specified. Occupancy limits for each site are available from Facilities Design.
3. Any scaffolding or temporary bleachers shall be set up by a qualified person.
4. All arrangements shall adhere to aisle requirements as outlined in the Alberta Building code and outlined below.
5. Non-fixed seating shall be arranged in rows having an unobstructed passage of not less than 400 mm between rows measured horizontally from the backs of the chairs in one row to the edges of the seats in the next row in the non-occupied position.
6. Aisles shall be located so that there are no more than seven chairs between every seat and the nearest aisle. Each row shall not have more than 15 chairs.
7. Dead end aisles shall not exceed 6 m.
8. When the occupant load exceeds 200 persons, the seats in a row shall be fastened together in units of no fewer than eight seats, or, where there are seven seats or fewer in a row, all seats in the row shall be fastened together.
9. Each aisle shall terminate in a cross aisle, foyer or exit.
10. The clear width of an aisle shall not be less than 1.2 m.
11. 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.

#### F. PLASTIC FOAM HAZARD

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.

#### G. OVERNIGHT ACCOMMODATION

1. School premises shall be inspected and approved by the Edmonton Fire Rescue Services prior to a school being used as a temporary dormitory to accommodate students overnight. Arrangements are made by telephoning the Emergency Response Department at 780-496-3628.
2. The following conditions shall be met:
  - a. There shall be approved emergency lights,
  - b. Exit signs including directional exit signs shall be in place,
  - c. Approved smoke alarms shall be installed in all sleeping areas,
  - d. Supervision ratio shall be a minimum of one adult for every 15 students at all times including sleeping hours,
  - e. There shall be no smoking anywhere in the building,
  - f. A member of the school staff or a designated Division employee shall be present at all times.
3. Rules governing school occupancy and boiler operation shall be followed. An acceptable written fire evacuation plan shall be in place and reviewed by all supervisory personnel prior to each sleepover, Edmonton Fire Rescue Services and Security Services shall be provided with the following information:
  - a. date and time of sleepover
  - b. number of students to be accommodated
  - c. names of supervisors in attendance
  - d. a telephone number, other than the school phone number, where a supervisor can be contacted.

#### REFERENCES

DBC.AR - Operation of Schools in Emergency Circumstances

DBC.BP - Emergency Plans

Alberta Occupational Health and Safety Code (see Part 4 - Chemical Hazards)

Workplace Hazardous Materials Information System (WHMIS)

Transportation of Dangerous Goods Act