



2017

Public Safety and
Risk Management

**Fire Safety
Instructions**
Confederation College

Introduction

Fire Instructions

If You Discover a Fire, or Detect Smoke ...

Leave the immediate area of the fire.

Warn people in the area to evacuate.

Activate the fire alarm, by using the nearest pull station.

Calmly proceed to the nearest exit.

Close but do not lock doors.

Use the stairs: do not use the elevator.

From a safe location, call **911**.

Report the location and nature of the fire, your name and telephone number.

From a safe location, call **922 from College phones (623-0465 from external or cell phones)**.

On Notification of a Fire

Calmly proceed to the nearest exit.

Close but do not lock doors.

Use the stairs: do not use the elevator.

Quickly move away from the building to an emergency meeting location.

Re-enter the building when advised by emergency or College personnel that it is safe to do so.

Introduction

Contact Information

Public Safety—Security Service

Hours: 24 hours / 365

Office: Shuniah Building, Room 142 (between The Bookstore & The Hub)

Phone: 922 (from internal College phones);
623-0465 (from cell phones, private phones);
direct from College Help! Phones

E-mail: security@confederationnc.on.ca

Facilities Services - Work Order Desk

Hours: Monday to Friday, 8 AM to 4:30 PM

Office: Shuniah Building, Room B106

Phone: select #1 for emergency requests; select #3 for routine requests
6261 (from internal College phones)
475- 6261 (from cell phones, private phones);
direct from College Help! Phones

E-mail: facilities@confederationnc.on.ca

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Fire Emergency Procedures

If You Discover a Fire, or Detect Smoke ...

Leave the immediate area of the fire.

Warn people in the area to evacuate.

Activate the fire alarm, by using the nearest pull station.

Calmly proceed to the nearest exit.

Close but do not lock doors.

Use the stairs: do not use the elevator.

From a safe location, call **911**.

Report the location and nature of the fire, your name and telephone number.

From a safe location, call **922 from College phones (623-0465 from external or cell phones)**.

On Notification of a Fire

Calmly proceed to the nearest exit.

Close but do not lock doors.

Use stairs: do not use elevators.

Quickly move away from the building to your emergency meeting location.

Re-enter the building when advised by emergency or College personnel that it is safe to do so.

Fire Alarms During Examinations.

Advise students to:

- turn their papers face down,
- refrain from talking,
- leave together as a group, and
- stay together outdoors at the emergency meeting location.

Calmly proceed to the nearest exit.

Close but do not lock doors.

Use stairs: do not use the elevator.

Quickly move away from the building to the emergency meeting location.

Re-enter the building when advised by emergency or College personnel that it is safe to do so.

Fire Emergency Procedures

Extra Precautions While Exiting.

When you prepare to exit a room:

- Check the door. If the door is hot, do not open it.
- If the door is not hot, open it slowly, standing to one side.
- Shut the door quickly if fire is present.
- If no alternate route is available, stay in the room, and seal the area below the door.
- Get the attention of emergency personnel by any means available to you (e.g. telephone **922 from College phones, or call 623-0465 from external or cell phones, or pick-up an emergency phone**, shout, wave from a window, etc.)

If you encounter smoke while exiting:

- Choose an alternate route.

OR

- If an alternate route is not available, move to a *safe room*, close the door, and seal the area below the door. Get the attention of emergency personnel by any means available to you (e.g. telephone **922 from College phones, or call 623-0465 from external or cell phones, or pick-up an emergency phone**, shout, wave from a window, etc.)
- OR
- If a safe room is not available, drop to your knees and crawl toward the nearest exit.

A 'Safe Room' is a room not involved in the fire, preferably one free of smoke, with a door that closes.

Fire Emergency Procedures, Continued.

Persons Requiring Additional Assistance.

Persons requiring additional assistance during an emergency (i.e. persons with mobility impairments; blind persons; persons with vision impairments; deaf persons; or persons with hearing impairments) are encouraged to identify themselves to the Employee Health & Wellness Consultant on commencing employment, or to Student Accessibility Services (SAS) in the Student Success Office on commencing classes at Confederation College.

NOTE: Individual emergency response plans should be formalized with the Employee Health & Wellness Consultant (in the case of employees) and/or Student Accessibility Services (in the case of students).

On Notification of a Fire: Persons Requiring Additional Assistance.

A supervisor or an instructor, who is aware that a person requiring additional assistance is present in his /her workplace or classroom, will ensure that the individual has been notified of the fire emergency. If the individual does not have an individualized emergency response plan, the supervisor or instructor will assist the person in reaching a safe location outside the building, insofar as the supervisor/instructor is able to do so safely.

When an outdoor location cannot be accessed without the use of stairs or elevators, the supervisor/instructor will ensure that a person with a mobility impairment, is assisted and/or moved to the nearest safe location. The safe location may be in a stairwell, or a safe room.

The supervisor/instructor will notify a Fire Warden, fire personnel or Security Services staff of the employee's/student's location. In the case of a Fire Warden, the Fire Warden will complete the sweep of his/her area, and will then advise fire personnel or Security Services staff of the location of the employee/student.

Extra Precautions While Exiting: Persons Requiring Additional Assistance.

If smoke is encountered:

- Choose an alternate route, **OR**
- If an alternate route is not available, move to a *safe room*, close the door, and seal the area below the door. Get the attention of emergency personnel by any means available to you e.g. telephone **922 from College phones, or call 623-0465 from external or cell phones, or pick-up an emergency phone**, shout, wave from a window, etc.), **OR**
- If a safe room is not available, drop to your knees and crawl. Moving toward the nearest exit, assist the person to the best of your ability.

A 'Safe Room' is a room not involved in the fire, preferably one free of smoke, with a door that closes.

Fire Emergency Preparedness

All Members of the College.

Familiarize yourself with your workplace/classroom:

- Review the floor plans posted on each floor.
- Know the location of the two exits nearest you.
- Know the location of the emergency meeting place.
- Know your primary evacuation route and the *alternate* route.
- Know the location of the nearest pull station.
- If you have been trained to use a fire extinguisher, know the location of the nearest one.
- Be familiar with the emergency procedures outlined on pages 1 to 3.
- Follow the directions of emergency personnel and College staff.
- Learn to identify fire hazards.
- Eliminate those fire hazards that you can control.
- Report those fire hazards that you cannot control:
 - departmental fire hazards (e.g. improperly stored flammable liquids, etc.) to your supervisor/instructor, and
 - institutional (building) fire hazards (e.g. exit lights out; emergency lights not functioning, etc.) to:
 - your manager, or
 - the Facilities Services' Work Order Desk (during Normal Business Hours): 475-6261 ; facilities@confederationnc.on.ca, or
 - Security Services: (Outside Normal Business Hours): call **922 from College phones (623-0465 from external or cell phones)**.

Fire Emergency Preparedness

Deans, Directors, Chairs, Managers and Supervisors.

Ensure that your staff and students are prepared for fire emergencies:

- Review the fire emergency procedures outlined on pages 1 to 3 with all of your employees (e.g. full-time, part-time, casual, student, etc.); students; contractors, and volunteers.
- In the case of an employee or student requiring additional assistance during fire emergencies, facilitate discussions with Human Resources Services or Student Success to develop individuals emergency response plans for the employee or student (respectively).
- Provide fire emergency procedures for your clients, patrons and customers.
- Respond to requests to eliminate fire hazards:
 - Eliminate those departmental and/or institutional fire hazards which you can control.
 - Follow-up on fire hazards which you cannot control, with individuals who are able to provide you with assistance, and/or direction (e.g. with your Vice-President; with the Director of Facilities Services; with Public Safety & Risk Management, etc.).
- Identify key personnel requiring fire extinguisher training, and arrange for fire extinguisher training through Public Safety or Human Resources Services.

Fire Drills.

Fire drills are conducted to ensure that all building occupants are familiar with fire evacuation procedures. Fire drills assist Public Safety (Emergency Planning) in revising and refining fire emergency procedures.

With the exception of the Children and Family Centre, fire drills will be conducted annually.

At the Children and Family Centre, fire drills will be conducted monthly while the Centre is in operation (i.e. from the beginning of September to the end of June.)

Evacuation Meeting Locations.

Outdoor evacuation meeting locations are identified by building on campus in Supplement B.

Inclement Weather Sheltering Locations.

Inclement weather sheltering locations are identified by building in Supplement C.

*All Building Occupants
Must Immediately Leave
the Building when
a Fire Alarm Sounds.*

Fire Emergency Response

Fire Wardens.

On notification of a fire emergency:

- Evacuate the area nearest the fire first. Direct people to the nearest exit. If the exit is impassable, establish an alternate route.
- Check all offices and washrooms in your zone to ensure that all people have left the building.
- Ensure that all fire doors have been closed.
- Do not lock doors.
- Note the names & locations of any individuals who refuse to leave the building, and the names and locations of persons with mobility impairments who are unable to leave the building.
- Once the zone has been evacuated, leave the building using the nearest exit.

On Leaving the Building ...

- Once outside the building, direct evacuees to the nearest emergency meeting location.
- Immediately notify emergency personnel of the location of any individuals who remained in the building.
- If Fire Department staff are not on the scene, confirm with Security that the Fire Department has been notified.
- Assist Fire Department or College personnel, as requested.
- Ensure that no one re-enters the building until the all-clear signal has been given by emergency and/or College personnel.
- Once the fire emergency or fire drill is over, identify and follow-up on any problems encountered during the evacuation with Public Safety.

Fire Protection Measures

- Fire Alarms / Pull Stations.** Pull stations are located as you approach an exterior exit. The pull station will generally be located in the corridor adjacent to the exit door leading to the vestibule.
- Emergency Exits.** Emergency exits are marked by lighted signs with the word “EXIT”.
- Emergency Lighting.** Emergency lighting provides illumination at exits, in corridors and along principal exit routes in the event of the loss of primary power. (It is intended to provide adequate lighting to allow you to safely evacuate an area in the case of a loss of power.)
- Fire Doors.** Doors in fire separations are identified by stickers showing a firefighter’s helmet. Such doors must not be wedged open, or otherwise prevented from closing. (This excludes magnetic hold open devices that are connected to the fire alarm system.)
- Fire Extinguishers.** Extinguishers, selected according to operations undertaken / hazards present, are located throughout College buildings. (Refer to Supplement A, page 11.) Should your operations change, contact Facilities Services to determine whether you require additional and/or different fire extinguishers in your work area.
- Sprinklers.** Some buildings on campus are equipped with sprinklers. In sprinklered areas, materials must not be stored within 18 inches of the sprinkler heads.

*Notify the Facilities Services
work order desk for repair or
maintenance of any fire
protection systems, including
fire extinguishers.*

*Outside normal operating
hours, contact Security.*

Alternative Measures During Fire Protection Shutdown

Alarm System Shutdown.

When all or a portion of the fire alarm system is out-of-service, a fire watch will be implemented.

During the fire watch, a walk-through of the affected area will be completed at least once per hour by an individual assigned to the affected area, until such a time as the fire alarm service is reinstated.

Water System Shutdown.

When all or part of the water system is out-of-service, Facilities Services will notify the Fire Department.

Fire Extinguishers Removed for Servicing/Testing.

When a fire extinguisher has been removed for servicing or testing, a temporary replacement extinguisher will be installed in its place.

Fire Watch.

A Fire Watch, as outlined in Supplements D and E, will be maintained in the event of a temporary failure of the fire alarm system, or when activities require the interruption of any fire detection, suppression or alarm system component.

Fire Safety Guidelines

Artwork & Decorations. The placement of artwork and decorations in classrooms and corridors must comply with Thunder Bay Fire Rescue's School Decoration Policy, March 2013 directive (found in Supplement F).

Candles / Open Flames. The use of candles other than in conjunction with public events (e.g. dinners in Ryan Hall; etc.) is prohibited. The use of open flames must be avoided whenever possible. Open flames must never be left unattended.

Christmas Decorations. Only Christmas trees that are flame retardant and ULC-certified may be used in College-owned, rented or leased facilities. All Christmas lights, decorations of electrical products that produce or generate heat must display an approval marking from an accredited certification organization.

Electrical Equipment. Only electrical equipment and appliances with approval markings from accredited certification organizations or from the Electrical Safety Authority may be used in College owned, rented or leased facilities, or in College operations.

Exit Lights. Report exit lights that are burnt out to the Facilities Services work order desk.

Extension Cords. Use extension cords for temporary applications only. For longer term use, extension cords must be replaced with permanent wiring: contact the Facilities Services work order desk.

Extension Cords & Power Bars. Electrical equipment is to be plugged directly into a power bar, which in turn must be plugged directly into a receptacle. Do not plug power bars into extension cords, or extension cords into power bars. Contact Facilities Services work order desk for assistance with your electrical needs.

Fire Doors. Fire doors on campus are marked with a fireman's helmet. Keep fire doors closed. Close fire doors which you find propped open; discard wedges so that they cannot be used to prop open fire doors.

Flammable Liquids. Storage of flammable or combustible liquids must be in compliance with Part IV of the Ontario Fire Code. Ensure that all flammable materials are stored in approved containers and/or cabinets. Ensure that all flammable materials are stored in approved containers and/or cabinets.

If storing, handling, using, or disposing of flammable or combustible liquids, be familiar with the storage, handling, use and disposal instructions outlined on the applicable Material Safety Data Sheets [MSDSs] or Safety Data Sheets (SDSs).

Greasy or Oily Rags. Greasy or oily rags or materials are to be deposited in receptacles designed for that purpose, and never in general waste receptacles. Receptacles must be emptied daily.

Recycling. Recycling containers must comply with the Office of the Fire Marshal's *Fire Safety Guideline for Recycling in Schools*, found in Supplement G.

Smudging. Contact the Facilities Services work order desk at least 2 business days in advance of a planned smudging ceremony. Facilities Services will work with you to ensure that the smudging does not set off smoke detectors.

Fire Safety Guidelines

Space Heaters. Contact the Facilities Services work order desk for your heating requirements. Do not bring in space heaters from home.

Storage in Ceiling Spaces. No materials are to be stored in ceiling spaces.

Storage in Service Rooms. No materials are to be stored in electrical or mechanical service rooms, except for building components. No materials are to be stored within 1 meter of electrical panels.

Supplement A: Classification of Fires & Fire Extinguishers

Classification of Fires.

Fires are classified according to the fuel type involved.

Class “A” fires are those fuelled by combustible solids, such as wood, paper, rags and rubbish.

Class “B” fires occur in the vapour-air mixture over the surface of flammable liquids, such as gasoline, oil, greases, paints and thinners.

Class “C” fires occur in or near live electrical equipment.

Class “D” fires occur in pyrophoric (combustible) metals such as magnesium, titanium, zirconium, lithium and sodium.

Class “K” fires involve cooking oils, trans-fats, or fats in cooking appliances – typically in restaurant and cafeteria kitchens.

Classification of Fire Extinguishers.

Portable fire extinguishers are classified according to their ability to handle specific classes of fires. Labels on the extinguishers indicate the class, or classes, of fire that they can be expected to extinguish.



Extinguishers suitable for class “A” fires are identified by a green triangle containing the letter “A”.



Extinguishers suitable for class “B” fires are identified by a red square containing the letter “B”.



Extinguishers suitable for class “C” fires are identified by a blue circle containing the letter “C”.



Extinguishers suitable for class “D” fires are identified by a yellow star containing the letter “D”.



Extinguishers suitable for class “K” fires are identified by a black hexagon containing the letter “K”.

Supplement B: Outdoor Emergency Meeting Locations

Building	Outdoor Emergency Meeting Locations
Aviation Centre of Excellence	<ul style="list-style-type: none"> to the west of the main entrance in main parking lot
	<ul style="list-style-type: none"> to the northeast of the building
	<ul style="list-style-type: none"> to the southeast of the building (to the apron)
Conmee Building	<ul style="list-style-type: none"> to the north of the building, on the lawn
Dorion Building	<ul style="list-style-type: none"> to the west of the main entrance, west of Fort Frances Crescent (on the lawn)
	<ul style="list-style-type: none"> to the east of the building (to the service yard)
Greenstone Building	<ul style="list-style-type: none"> to the west of the building, on the lawn
McIntyre Building	<ul style="list-style-type: none"> Children & Family Centre: the playground to the south of the Children & Family Centre
	<ul style="list-style-type: none"> to the west of the building in parking lot M
	<ul style="list-style-type: none"> to the south of the building in parking N
	<ul style="list-style-type: none"> to the east of the building in parking lot V4
	<ul style="list-style-type: none"> to the north of the building, north of the roadway
Neebing Building	<ul style="list-style-type: none"> to the north of the main entrance, north of Fort Frances Crescent (on the lawn)
	<ul style="list-style-type: none"> to the west of the main Fitness Centre (on the lawn)
Sibley Hall	<ul style="list-style-type: none"> to the south of the main entrance (on the lawn, south of V5 parking lot0)
Shuniah Building	<ul style="list-style-type: none"> east of the Balmoral entrance, toward parking Lot B
	<ul style="list-style-type: none"> north of the REACH entrance, to parking lot E
	<ul style="list-style-type: none"> west of the Golf Links entrance, toward parking lot V2
	<ul style="list-style-type: none"> southwest of the Shuniah Building, south of parking lot V4
	<ul style="list-style-type: none"> east of the building, on the lawn, south of Emo Drive

Supplement C: Inclement Weather Sheltering Locations

Building	Inclement Weather Sheltering Locations
Aviation Centre of Excellence (ACE)	<ul style="list-style-type: none"> to the Arthur Street Marketplace
Connmee Building	<ul style="list-style-type: none"> to the McIntyre Building
Dorion Building	<ul style="list-style-type: none"> to the Neebing Building (Fitness Centre)
	<ul style="list-style-type: none"> to the Shuniah Building
Greenstone Building	<ul style="list-style-type: none"> to the McIntyre Building
McIntyre Building	<ul style="list-style-type: none"> Children & Family Centre: to the Greenstone Building or Connmee Building; to Northwood Mall
	<ul style="list-style-type: none"> to the Shuniah Building
	<ul style="list-style-type: none"> to the Neebing Building (Fitness Centre)
Neebing Building	<ul style="list-style-type: none"> to the Shuniah Building
Sibley Hall	<ul style="list-style-type: none"> to the McIntyre Building
	<ul style="list-style-type: none"> to the Neebing Building (Fitness Centre)
Shuniah Building	<ul style="list-style-type: none"> to the Neebing Building (Fitness Centre)
	<ul style="list-style-type: none"> to the McIntyre Building
	<ul style="list-style-type: none"> west of the Golf Links entrance, toward parking lot V2
	<ul style="list-style-type: none"> southwest of the Shuniah Building, south of parking lot V4
	<ul style="list-style-type: none"> east of the building, on the lawn, south of Emo Drive

Supplement D: Fire Watch Duties



FIRE WATCH DUTIES

Definition: The term “fire watch” is used to describe a person(s) whose sole responsibility is to look for signs of fire and smoke within an established area. Fire watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component.

NOTE: All building occupants are to be notified in writing that the fire protection systems in the building are not functional and that a Fire Watch has been instituted until repairs have been made.

1. At least one (1) qualified staff person shall be designated to complete fire watch duties of the unprotected building area whenever the building is occupied. Each person assigned to fire watch duties must be provided with the following equipment;
 - suitable means of communication (cell phone, portable radio, etc.) for notifying fire department.
 - a portable air horn or other approved means of sounding an alarm
 - flashlight
 - clipboard and pen
 - copy of fire watch duties
 - copy of the Fire Watch Log Sheet
 - keys and/or access codes to provide entry to all rooms/spaces
 - floor plan(s) of the building areas under Fire watch
2. Fire watch personnel are to be familiar with the building and procedures for alerting the fire department and all building occupants in the event of a fire.
3. Rounds shall be diligently completed at least once each hour, and recorded immediately upon the conclusion of each round on the Fire Watch Log Sheet. The person completing the rounds will record the time each round was completed.
4. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
5. If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or another device approved by the Chief Fire Official.
6. A telephone must be readily available at all times to notify the Fire Department by calling 9-1-1. Always call from a safe area.
7. Do not attempt to extinguish the fire unless it is safe to do so.
8. Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building without permission from the fire department.
9. “Hot works” such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired or be limited to areas where approved precautions have been put into place.
10. While the sprinklers are shut down, assigned fire watch personnel shall patrol the area until both the fire alarm system and the sprinkler system has been restored.
11. Exits, access to exits and corridors should be checked periodically for proper operation and obstructions while performing Fire Watch duties.

Supplement E: Fire Watch Log Report



FIRE WATCH LOG REPORT

_____ System out of service	Date: _____	Time: _____
System Out of Service-Notification to Fire Department	Date: _____	Time: _____
_____ System Back in Service	Date: _____	Time: _____
System Back in Service-Notification to Fire Department	Date: _____	Time: _____

Persons assigned to Fire Watch Duties shall follow the requirements listed on the Fire Watch Duties sheet and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions.

All patrols are to be recorded on this log report immediately following each round. Records of fire watch shall be kept for 2 years after they are made, and shall be made available upon request to the chief fire official.

FIRE WATCH DUTIES CONDUCTED BY

(PRINT NAME & POSITION): _____

FIRE WATCH COMMENCED: DATE: _____ TIME: _____

START A NEW FIRE WATCH LOG REPORT SHEET FOR EACH NEW DAY OF FIRE WATCH.

Rounds	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Supplement F: Thunder Bay Fire Rescue *School Decoration Policy,* March 2013



Thunder Bay Fire Rescue
330 N. Vickers Street
Thunder Bay, ON P7C 4B2
Tel: (807) 625-2103
Fax: (807) 623-4545

School Decoration Policy March 2013

Educational settings are considered assembly occupancies under the Ontario Building Code. Supervisory staff in these schools are responsible for sheltering and teaching our youth on a daily basis.

The Ontario Fire Code addresses combustibles in and around buildings. Thunder Bay Fire Rescue attends these occupancies on a regular basis to address fire safety issues and enforce this code. One essential goal is to maintain a safe workplace for staff and a safe learning environment for students and guests.

The following classroom/corridor decoration guidelines will illustrate our balanced approach, provide clarity and allow educators to make informed decisions regarding the posting of decorations/artwork.

Classroom:

- Classroom exits will remain clear of combustibles. This will include artwork on exit doors.
- Classroom exits will remain clear of obstructions.
- Wall space – Artwork to be deemed a reasonable amount and be secured.
- Ceilings – Artwork secured in an approved manner.
- Ceilings – No artwork will be allowed hung from lighting fixtures or located adjacent to electrical appliances.
- Windows – Combustible artwork will not be placed in proximity to heating appliances.
- All decorative raw textiles will be treated and meet Ontario Fire Code flame resistance requirements.

Supplement F: Thunder Bay Fire Rescue School Decoration Policy, March 2013

Corridors:

- Corridors will remain clear of obstructions.
- Artwork/posters will be secured to bulletin boards (32 square feet per classroom).
- Access to stairwell exits will remain clear.
- Non combustible waste containers will be utilized.
- All decorative raw textiles will be treated and meet Ontario Fire Code flame resistance requirements

Fire Prevention Officers will use good judgement and discretion when issuing orders pertaining to combustible decorations. The need and amount of displayed artwork will vary with the age of students and the nature of the learning environment.

Should there be a need for clarification, please contact our office directly at 625-2650. Thank-you for your continued interest and efforts respecting fire safety.

Regards,



Marty Patterson, C.F.E.I.
Director – Fire Prevention/Investigation
Thunder Bay Fire Rescue

Supplement G: Office of the Fire Marshal

Fire Safety Guideline for Recycling in Schools



Ontario

Ministry of
The Solicitor
General

Ministère du
Solliciteur
général

Office of
the Fire
Marshal

Bureau du
commissaire
des incendies

7 Overlea Boulevard
3rd Floor
Toronto, Ontario M4H 1A8

7, boulevard Overlea
3^e étage
Toronto (Ontario) M4H 1A8

April 8 1992

Telephone/Téléphone
(416) 325-3200
FAX (416) 325-3213

FIRE SAFETY GUIDELINE FOR RECYCLING PROGRAMS IN SCHOOLS

These guidelines were prepared by the Office of the Fire Marshal in cooperation with the Ministry of Environment STAR (Student Action for Recycling) Program. They are intended to assist school boards and fire departments in developing and implementing uniform fire safety standards for recycling programs in schools across the province. The fire safety requirements listed herein may however be applied with discretion to other occupancies as they are based on general requirements contained in the Fire Code.

The guidelines are based on a collection program utilizing blue boxes in individual classrooms. Collection systems utilizing alternate arrangements may be equally acceptable with regard to fire safety provided certain basic principles are followed. Quantities for combustible materials in occupied portions of the building should be kept to a minimum. Open containers the size of blue boxes are acceptable, however, larger quantities should be placed in containers that are capable of restricting the spread of fire that might originate inside. Bulk quantities must be placed in protected rooms, outside or arranged in another manner to restrict the spread of fire within the building. Industrial size containers should never be utilized in any public area of a school.

For additional information or clarification please contact the Research & Standards Section, Office of the Fire Marshal.

1. Containers such as blue boxes required for the normal operation of the recycling program may be placed within individual classrooms, offices and other similar rooms.
2. Regular collection of materials from blue boxes must be carried out directly from the classroom. Blue boxes must not be placed in the corridors on collection day as this creates a fire safety hazard in terms of egress and combustible loading.

Supplement G: Office of the Fire Marshal Fire Safety Guideline for Recycling in Schools

Recycling Programs in Schools
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3. Where quantities of combustible recyclables are expected to exceed the capacity of blue boxes (such as in cafeterias), containers that satisfy the following criteria should be used:
 - (a) self-closing lids must be provided
 - (b) the capacity of the container should not exceed 50 gallons, and
 - (c) the design of the container should be such that a fire originating inside will not spread beyond the container.Alternate containers may be used where acceptable to the municipal fire department or where noncombustible recyclables are being collected.
4. Exit stairs and corridors must not be used as holding areas for recyclables regardless for what type of containers are being used or clearances that are available. Please refer to Article 2.4.1.2. and Sentence 2.7.1.7.(1) of the Fire Code. In some cases, the municipal fire department may permit a limited number of noncombustible containers with a self-closing lids to be located in the corridor provided that they do not reduce the required width of the access to exit.
5. Regular pick-up of materials must be arranged from all indoor containers to ensure that combustible materials do not accumulate in quantities that may constitute a fire hazard. Please refer to Article 2.4.1.1. of the Fire Code.
6. Indoor bulk storage of recyclables must be arranged in a room having a 1-hour fire separation from the remainder of the building and equipped with automatic sprinkler protection as required by Articles 3.5.2.7. of the Building Code and 2.4.1.7. of the Fire Code.
7. Outdoor bulk storage of recyclable materials must be arranged a safe distance from any building as required by Article 2.4.2.1. of the Fire Code. A separation of 40ft (12m) is recommended.
8. The municipal fire department should be consulted to ensure that the recycling proposal will not be in contravention for the Fire Code.
9. Where the recycling program necessitates the construction of a new indoor storage room or results in other material alterations to the school, drawings must be forwarded for review and approval by the Office of the Fire Marshal.

