

Introduction

Applicants are responsible to keep safety first and foremost on their list of goals. Those doing the decorating or planning may create a dangerous situation without realizing it.

This document outlines fire safety responsibilities for applicants of after hours use of school facilities. This document must be reviewed prior to the school principal approving the application permit.

All after hours activities shall have a person (applicant) who will be designated in charge of fire safety. This person will be familiar with the fire safety requirements for the facility. The applicant will coordinate with the facility administrator or Principal to ensure that they are fully aware of the fire safety requirements for the facility.

Knowing what to do in case of a fire or a fire alarm is extremely important in order to ensure that any fire emergency is dealt with safely and efficiently. These fire emergency procedures have been developed specifically for community use of school facilities.

Fire Protection Systems/Equipment

Fire protection system equipment and warning devices such as fire sprinkler heads, pull stations, audible and visual alarm devices, exit signs, emergency lighting, and fire extinguishers can be found in all school facilities.

Fire protection system equipment such as fire sprinkler heads, pull stations, audible and visual alarm devices, exit signs, emergency lighting, and fire extinguishers **will not be obstructed from view or operation** by any decorative material, displays, or storage.

Applicant Responsibilities

The applicant is responsible for all occupants attending their event. The applicant must ensure:

- all contents of this brochure has been reviewed with all members attending the event.
- at assemblies, occupants must be briefed on the location of evacuation exits/routes and the outdoor assembly area prior to the start of the event.
- doors are not obstructed, wedged open or blocked to prevent the intended operation of the door.
- posted occupancy loads are not exceeded—Note: depending on the equipment, furnishing, etc., the occupant load may be reduced.
- row seats exceeding 200 chairs are ganged together.
- no open flames such as candles and lanterns.
- no smoking on school grounds.
- occupants are alert for signs of fire.
- appropriate use of electrical appliances/equipment.
- no cooking appliances (such as deep fryers, barbeques, etc.) are used.
- all fires are immediately reported to the school principal.
- questions should be directed to the school principal and/or building operator.

Decorating and Decorative Materials

- Decorations shall not be attached to sprinkler heads, emergency lighting, or fire alarming equipment.
- Plastic tablecloths cannot be used as decorations.
- No more than 20 percent of the walls can be covered with decorations.

Decorating and Decorative Materials

- Lighting Fixtures cannot be covered with any material.
- If mini-lights are to be used as decorations, they must be LED and not incandescent lights.
- Comstalks, hay bales, stacks of newspapers or similar combustible materials are prohibited.
- Decorative materials must be non-combustible or certified as flame-resistant.

Electrical Safety

- All light strings or lighting decorations must be listed by a recognized testing laboratory such as Underwriters Laboratory (UL) or CSA and shall be used according to manufacturer's instructions.
- All electrical appliances (irons, coffee makers, etc.) must be equipped with an automatic shut-off and be listed by a recognized testing laboratory such as Underwriters Laboratory (UL) or CSA and shall be used according to manufacturer's instructions.
- Lighting decorations may be used as long as contact is not made with any combustible material.
- Extension cords must be of the heavy duty type, shall not be plugged together to make longer cords, and shall not be overloaded.
- Extension cords with excessive physical damage and/or frayed or bare wires shall be prohibited.
- Extension cords shall not be extended through walls or ceilings, or under floor coverings.
- Extension cords shall be located and secured to prevent creating a tripping hazard.

