

2.1.9.5 Requests for Overnight Sleeping Accommodations

Where school premises are proposed to be used for overnight sleeping accommodations, the *Principal* is responsible to ensure that the required information found in the Office of the Fire Marshal Overnight Sleeping Accommodations Guidelines, is completed and submitted to the *School Board* for review **at least 15 working days prior to the event**. The *School Board*, unless otherwise directed, will forward the request to the Office of the Fire Marshal for approval.

A copy of the Office of the Fire Marshal’s “Use of Schools for Sleeping Accommodation” guidelines and submission letter is locate in **Appendix 7D**.

For further assistance consult with the *School Board* fire safety representative.

2.1.10 Fire Safety Systems and Maintenance

The Fire Safety Systems Maintenance Information binder contains a general overview of the function and operation of the fire safety systems that have been designed and installed in your *facility* to provide protection for you and all occupants against the threat of fires. Reduced floor plan drawings and a site plan drawing indicating the location of important fire safety features can be found in the Fire Safety Systems Maintenance Information binder.

Procedures for implementation of specific fire safety requirements are detailed in Section 4.0 Operational Requirements, sub-sections 4.2 and 4.3 of this document.

2.1.11 Fire Department Interface

Section 5.0 addresses requirements for interfacing with fire department.

2.1.12 Fire Extinguisher Usage

The *School Board* shall provide clarification to staff regarding the use of portable fire extinguishers. The *Principal* is responsible to ensure that staff are aware of the *School Board’s* directive.

APPENDIX 7D

**OFFICE OF THE FIRE MARSHAL
POLICY ON THE
*USE OF SCHOOLS FOR SLEEPING ACCOMMODATION***