

### **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***