May 17, 2016

Dear [Redacted]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: PB 314 2016]

On April 19, 2016, Fire and Emergency Services – NL (FES-NL) received your request, as a transfer from Service - NL, for access to the following records:

"I would like a copy of the Fire Inspectors report done this year and back to 2012 on Woodland Elementary in Dildo, with reference to the number of students this Facility can hold and escape plan, that will include inclusion students."

I am pleased to inform you that a decision has been made by the Chief Executive Officer for FES-NL to provide access to some of the requested information.

Information contained within the records, has been refused in accordance with the following exceptions to disclosure, as specified in the Access to Information and Protection of Privacy Act (the Act):

"40. (1): The head of a public body shall refuse to disclose personal information to an applicant where the disclosure would be an unreasonable invasion of a third party's personal privacy."

As required by 8(2) of the Act, we have severed information that is unable to be disclosed and have provided you with as much information as possible.

In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

Please be advised that you may appeal this decision and ask the Information and Privacy Commissioner to review the decision to provide partial access to the requested information, as set out in section 42 of the Act (a copy of this section of the Act has been enclosed for your reference). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner. Your appeal should identify your concerns with the request and why you are submitting the appeal.

P.O. Box 8700, 25 Hallett Crescent, St. John's, NL A1B 4J6 Telephone (709)-729-6794 Fax (709)-729-5609
The appeal may be addressed to the Information and Privacy Commissioner as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John’s, NL A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act (a copy of this section of the Act has been enclosed for your reference).

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Office of Public Engagement’s website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please contact me by telephone at 729-6794 or by email at lisas@gov.nl.ca.

Sincerely,

Lisa Sullivan
ATIPP Coordinator

Enclosures
Access or correction complaint

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16(2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52(1) or 53(1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

(a) a request that is disregarded under section 21;

(b) a decision respecting an extension of time under section 23;

(c) a variation of a procedure under section 24; or

(d) an estimate of costs or a decision not to waive a cost under section 26.

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.

Direct appeal to Trial Division by an applicant

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant
may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16(2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner’s refusal under subsection 45(2).
April 27, 2015

Woodland Elementary
P.O. Box 40
Main Road
Dildo, NL A0B 1P0

Attention: Ms. Lorraine Harnum, Principle

Re: Fire and Life Safety Inspection

Dear Ms. Harnum:

In the interest of fire and life safety an inspection was carried out at Woodland Elementary, Dildo. This inspection was attended by Fire Protection Officer Jim Barry and Mr. Tyson Pye, representing the English School Board District.

Woodland Elementary was constructed in the mid 1960's as a one storey building, with a basement that has half the footprint area designated for direct occupant usage. The remaining basement area is undeveloped and not accessible by the occupants. This educational occupancy is classified as a non-combustible construction building in which a degree of fire safety is attained by the use of noncombustible materials for structural members and other building assemblies. The student enrollment is at 185.

As a result of this fire and life safety inspection, the following items are noted for corrective action:

Fire Alarm System

1. At the time of this inspection the fire alarm system is overdue for annual inspection and testing. A fire alarm system shall be inspected and tested within a period not exceeding 12 months from the date of the previous inspection, in compliance with the National Fire Code of Canada and further to CAN/ULC-S536-13, Standard for Inspection and Testing of Fire Alarm Systems. The fire alarm system shall be inspected and tested immediately and include the following:
i. The inspections and tests required shall be documented in a report that is signed and dated, indicating the organization and person responsible for the inspection. A copy of the current report shall be placed on file and on site at all times.

ii. The installation, inspection and testing, and verification of fire alarm systems shall be done by a company licensed through Fire and Emergency Services-NL.

Main Floor (North Wing)

1. Electrical Service Room – The electrical service room, located in a self-contained room inside the Janitor’s Room, has materials stored. While this room does not contain sufficient electrical equipment to be classified as an electrical vault, it does contain a quantity of electrical service equipment that constitutes a hazard to the operation of this occupancy, when materials are stored. The materials stored shall be removed and this electrical installation shall be maintained so as not to constitute an undue fire and life safety hazard in compliance with National Fire Code of Canada, Part 2, Section 2.4.7.

2. Classroom # 9 – There is an extension cord energizing a small refrigerator in this classroom. Extension cords shall not be used as a substitute for fixed wiring of structures. Where it is determined that electrical appliances is required for more than short term use, then a permanent receptacle outlet shall be installed by a qualified electrician. A permanent receptacle outlet shall be installed in compliance with National Fire Code of Canada, Part 2, Section 2.4.7 and further to CSA 22.1, Canadian Electrical Code, Section 4, Rule 4-012.

Main Floor (West Wing)

1. Kindergarten Classroom B – The amount of artwork and teaching materials on the wall areas exceeds the maximum allowable limit of 20% for a non-sprinklered educational building. The amount of artwork and teaching materials shall be reduced to the maximum limit of 20% in compliance with NFPA 101 Life Safety Code, Chapter 15, Section 15.7.4.3.

2. Janitor’s Storage Room – This room has storage of combustible materials (recyclables) that constitutes an undue fire hazard. Combustible materials, other than those for which the location, room or space is designed, shall not be permitted to accumulate. Where the storage in this room is considered a fire hazard it shall be removed or reduced to observe a basic measure of good housekeeping in compliance with National Fire Code of Canada, Part 2, Section 2.4.1.
Main Floor (Gymnasium)

1. Means of Egress Components (Doors) – The required and designated exit doors in the gymnasium has self-closure devises installed that require adjustments where the device mechanisms are loose or where the action is too fast or too slow in permitting the door-leafs to close and latch upon release. Defects that interfere with the operation of self-closure devises shall be maintained to ensure they are operable at all times. The necessary repairs and adjustments shall be made to door hardware and accessories to ensure proper closing and latching in compliance with National Fire Code of Canada, Part 2, Section 2.2.2.4 and NFPA 101, Life Safety Code, Chapter 7, Section 7.2.1.8.

Basement Area

1. School Cafeteria - This cafeteria area does not have an audible or visual signal device installed as part of the fire alarm system. This area shall have installed signaling devices of audible and visual devices for the purpose of indicating an alert signal or an alarm signal condition, in compliance with National Building Code of Canada (2010 Edition) Part 3, Section 3.2.4 and further to CAN/ULC-S524-13, Standard for the Installation of Fire Alarm Systems. A verification report shall be placed on file and on site at all times.

2. Means of Egress Components (Doors) - The designated exit door, near the North/West wall area, has a self-closure devise installed that is broken. Defects that interfere with the operation of self-closure devises shall be maintained to ensure they are operable at all times. The necessary repairs and adjustments shall be made to door hardware and accessories to ensure proper closing and latching in compliance with National Fire Code of Canada, Part 2, Section 2.2.2.4 and NFPA 101, Life Safety Code, Chapter 7, Section 7.2.1.8.

In consideration to the nature of the above noted discrepancies, corrective action shall begin immediately. A status report shall be provided to this office, within 30 days upon receipt of this letter, to update the status of the above noted items.
If further clarification is required to the above noted items, please feel free to contact the undersigned at any time via telephone (709) 729-1608 or via email jimbarry@gov.nl.ca.

Yours in fire and life safety,

Jim Barry
Fire Protection Officer I

C.c. Director of Fire Service/Fire Commissioner Derek Simmons
    Tyson Pye, Manager of Eastern Operations, NLESD
March 28, 2016

Eastern School District  
Suite 601, Atlantic Place  
215 Water Street  
St. John's, NL · A1C 6C9

Attention: Mr. Tyson Pye, Operations Manager

Re: School Inspection, Woodland Elementary

Dear Mr. Pye:

In the interest of Fire Prevention and Life Safety, a fire inspection of the above noted facility was conducted on March 16, 2016 by the undersigned. This inspection was conducted as a follow-up to the required inspection process issued by Fire Commissioner Derek Simmons, FESNL.

The following discrepancies were noted:

1. **Electrical Service Room (Main Floor-North Wing):** The electrical service room, located in a self-contained room inside the Janitor’s Room, has combustible materials stored. While this room does not contain sufficient electrical equipment to be classified as an electrical vault, it does contain a quantity of electrical service equipment that constitutes a hazard to the operation of this occupancy, when materials are stored.

2. **Extension Cords (Classroom # 9):** There is an extension cord energizing a small refrigerator in this classroom. Extension cords shall not be used as a substitute for fixed wiring of structures.

3. **Combustible Materials (Kindergarten Classroom B):** The amount of artwork and teaching materials on the wall areas exceeds the maximum allowable limit of 20% combustible material for a non-sprinklered educational building.

4. **Storage of Recyclable Materials (Janitor’s Storage Room):** This room has storage of combustible materials (recyclables) that constitutes an undue fire hazard. Combustible materials, other than those for which the location, room or space is designed, shall not be permitted to accumulate.
5. **Means of Egress Components (Gymnasium Doors):** The required and designated exit doors in the gymnasium have self-closure devices installed that require adjustments where the device mechanisms are loose or where the action is too fast or too slow in permitting the door-leafs to close and latch upon release.

6. **Fire Alarm System (Basement Cafeteria):** The school cafeteria, located in the basement area, does not have an audible or visual signal device installed as part of the fire alarm system.

7. **Means of Egress Components (Basement Cafeteria):** The designated exit door, near the North/West wall area, has a self-closure devise installed that is broken. Defects that interfere with the operation of self-closure devices shall be maintained to ensure they are operable at all times.

Recommendations to the above noted discrepancies are as follows:

1. **Electrical Service Room (Main Floor-North Wing):** The materials stored shall be removed and this electrical installation shall be maintained so as not to constitute an undue fire and life safety hazard in compliance with *National Fire Code of Canada, Part 2, Section 2.4.7.*

2. **Extension Cords (Classroom #9):** Where it is determined that electrical appliances is required for more than short term use, then a permanent receptacle outlet shall be installed by a qualified electrician. A permanent receptacle outlet shall be installed in compliance with *National Fire Code of Canada, Part 2, Section 2.4.7 and further to CSA 22.1, Canadian Electrical Code, Section 4, Rule 4-012.*

3. **Combustible Materials (Kindergarten Classroom B):** The amount of artwork and teaching materials shall be reduced to the maximum limit of 20% in compliance with *NFPA 101 Life Safety Code, Chapter 15, Section 15.7.4.3.*

4. **Storage of Recyclable Materials (Janitor's Storage Room):** Where the storage in this room is considered a fire hazard, it shall be removed or reduced to observe a basic measure of good housekeeping in compliance with *National Fire Code of Canada, Part 2, Section 2.4.1.*

5. **Means of Egress Components (Gymnasium Doors):** Defects that interfere with the operation of self-closure devises shall be maintained to ensure they are operable at all times. The necessary repairs and adjustments shall be made to door hardware and accessories to ensure proper closing and latching in compliance with *NFPA 101, Life Safety Code, Chapter 7, Section 7.2.1.8.*
6. **Fire Alarm System (Basement Cafeteria):** The basement cafeteria area shall have audible and visual signaling devices installed for the purpose of indicating an alert signal or an alarm signal condition to all occupants in an emergency situation, in compliance with *National Building Code of Canada (2010 Edition)* Part 3, Section 3.2.4 and further to CAN/ULC-S524-13, *Standard for the Installation of Fire Alarm Systems*. The installation shall be completed by a company holding a valid License to install a fire protection system, through Fire and Emergency Services-NL. A system verification report shall be placed on file and on site at all times.

7. **Means of Egress Components (Basement Cafeteria):** The necessary repairs and adjustments shall be made to door hardware and accessories to ensure proper closing and latching in compliance with *NFPA 101, Life Safety Code, Chapter 7, Section 7.2.1.8.*

We recommend that corrective action be started immediately. Further, we request all discrepancies be corrected within a reasonable period of time, and this office be notified of your progress. A follow-up inspection may be required in 90 days, to ensure corrective action has been completed.

Yours truly,

Jim Barry  
Fire Protection Officer I

cc: Seaside Fire Department  
Town of Seaside  
Fire & Emergency Services, St. John’s & Deer Lake  
Eastern Regional School District Office
WOODLAND ELEMENTARY

FIRE PROTECTION PLAN
5. Immediately upon evacuation, students are required to line up by class at the designated area for an attendance check.
Woodland Elementary
Fire Protection Plan

The primary purpose of this fire protection plan is to outline the procedures to be used in case a fire is detected in the school building. The plan is designed to make sure that all students and staff evacuate the building in an expedient, safe manner. It is important that all individuals familiarize themselves with the fire protection plan. Additionally, it is the responsibility of the classroom teacher to ensure that students are familiar with the plan. The classroom teacher, and the special education teacher providing support to students with special needs, will put in place appropriate procedures for special needs students.

Procedures to be followed if a fire is detected:

1. The individual detecting a fire will:
   a. Proceed to the nearest fire alarm pull station and activate the fire alarm.
   b. Inform the administration of the location of the fire.
   c. Close any doors and/or windows in the area of the fire.
   d. Perform other assigned duties

2. The Administration will:
   a. Make sure that the building is evacuated.
   b. Call the fire department
   c. If necessary, close school. Procedures for unexpected school closure to be followed.
   d. Provide further instructions to students and staff.

3. Teachers will:
   a. Direct and accompany students to the assigned exit and remain at end of line.
   b. Make sure all windows are closed.
   c. Close classroom doors upon determining that all students have left the classroom.
   d. The teacher in home room, at the time of the fire alarm is activated, is to take student class list outside the building.
   e. Instruct students to line up at designated area.
   f. Check class list to make sure all students are accounted for.
   g. Teachers nearest the washrooms, when the fire alarm is activated, will check the washrooms once their class has exited the building or will instruct another adult to check the washrooms.
   h. IRT teachers who are working with grades 3-6 groups of students, in an alternate setting, at the time the fire alarm is activated will accompany those students outside the school building and direct them to their designated area.
   i. If IRT has a student or group of multiage 1-2 students in an alternate setting, direct and ensure students line up with their homeroom classmates. Go directly to
4. Students will:
   a. Exit their classroom in an orderly fashion once the fire alarm has sounded.
   b. Line up in the designated area once outside the building.
   c. Listen carefully for further instructions.

5. Student Assistants will:
   a. Support students who they are assigned to at the time the fire alarm is activated.
   b. Perform other duties as assigned.

The following procedures are to be followed for the evacuation of the cafeteria.
   a. Students seated on East side of the cafeteria (i.e. the side nearest the front of the school) are to exit through Exit G.
   b. Students seated on the West side of the cafeteria are to exit through Exit C.
   c. Teachers on duty, and student assistants, will support students requiring assistance.
   d. Students, accompanied by teachers, are to go directly to their designated area and line up by class.
   e. Teachers not on duty will proceed to the front of the building to supervise students and to determine if all students are accounted for.
   f. The administration will provide further instructions.

The following procedures are to be followed for the evacuation at recess.
   a. Students will line up on each side of main exit doors
   b. Students in gymnasium will exit through gymnasium exit door and meet class at designated area outside.
   c. All students will meet in assigned outside areas.
   d. Teachers on duty will direct students outside and check washrooms.
   e. Teachers not on duty will proceed to the front of the building to supervise students and to determine if all students are accounted for.

Fire Drills:

1. A school floor plan will be posted in all areas of the school indicating the exit to be used in case of an emergency fire drill or in the case of a fire.

2. Teachers are responsible for ensuring that every student is familiar with fire drill regulations and expectations.

3. Fire drills will be conducted throughout the school year.

4. Attendance must be recorded at the beginning of each session. In the event of a fire drill, the class list shall be taken outside by the teacher in the classroom at the time of the alarm.
Fire Protection Plan

Special Needs Students

Procedures to be followed for [ ] if a fire is detected:

1. Student Assistant [ ] will direct and accompany student to assigned exit.

2. Instruct student to line up at designated area.

3. Perform other duties as assigned.

Procedures to be followed for [ ] if a fire is detected:

1. If two student assistants are in the building the part-time SA will meet [ ] and [ ] teacher at the closest, safest area. If in primary area meet [ ] at [ ] classroom, however; if not in primary go to nearest exit and meet [ ] at closest, safest area outside.

2. If only one student assistant is in building, IRT assigned to multiage 1-2 will direct and accompany [ ] to assigned exit. If IRT is in primary area, meet [ ] at [ ] classroom, however; if not in primary area go to nearest exit and meet [ ] at closest, safest area outside.

3. If IRT has a student or group of multiage 1-2 students in an alternate setting, direct and ensure students line up with their homeroom classmates. Go directly to [ ]
## Instructions:
Indicate with a check mark in the appropriate column.

<table>
<thead>
<tr>
<th>NA</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
</table>

## A EXTERIOR
1. Fire department access is blocked
2. Fire hydrants are unobstructed and of the correct thread size
3. Fire dept. connections are unobstructed and of the correct thread size
4. The path of travel and exits are free and clear to a public way
5. Propane tanks are installed and protected
6. Fire escapes are in acceptable condition
7. Chimney(s) appear to be in acceptable condition
8. Other exterior deficiencies noted i.e. Electrical drops, dumpsters

## B MECHANICAL SERVICE SPACES
1. Heating system has received its annual servicing
2. Clearances from combustible construction as required
3. Type of heating system
4. Integrity of the fire separations is maintained
5. Amount/type of storage in the service rooms is acceptable
6. Service room doors are equipped with self closures and are closed
7. Other heating/mechanical deficiencies noted

## C FIRE ALARM & DETECTION SYSTEMS
1. Automatic fire alarm system installed where required
2. Fire alarm system is powered and operating properly
3. Fire alarm system was tested during inspection
4. Fire alarm system has received a current annual inspection
5. Other fire alarm & detection systems deficiencies noted

## D HOUSEKEEPING
1. Trash is disposed of properly
2. Outside areas are clean and maintained
3. Inside rooms appear clean and maintained
4. Inside stairwells are free of debris
5. Stairs are in acceptable condition
6. Stairways are in acceptable condition
7. Other housekeeping deficiencies noted

## E SMOKING
1. Designated smoking area where permitted
2. On site smoking material disposed of properly

## F HAZARDOUS MATERIALS
1. Hazardous materials are stored in approved containers/cabinets or areas
2. Storage areas and containers are properly identified
3. Other Hazardous Materials deficiencies noted

## G RECORDS MANAGEMENT
1. Fire Protection Equipment Maintenance Logs are maintained where required
2. Fire drill log is maintained where required
3. Means of egress inspection log is complete where required

## H MEANS OF EGRESS
1. There is sufficient number of means of egress
2. Means of egress is free and clear
3. Interior Fire/smoke barrier doors are maintained and operating properly
4. Exit doors are maintained and open in the direction of travel where required
5. Interior stairs and open stairwells are free of all storage
6. Exit doors are equipped with panic hardware and self closers where required
7. Other means of egress deficiencies noted

## I OCCUPANT SAFETY
1. There are capacity orders posted where required
2. Posted capacity number(s) Liquor license
3. Fire drills are being conducted as required
4. Current Fire Safety plan is in place if required
5. Interior wall and ceiling finish acceptable
6. Other occupant safety deficiencies noted

## J ELECTRICAL
1. Visible wiring appears acceptable
2. Extension cords are used in place of permanent wiring
3. Electrical equipment being used, appears to be in good condition
4. Switches and receptacles appear acceptable
5. Distribution panels are covered and are labeled
6. An electrical inspection report is required
7. Other electrical deficiencies noted

## K EXIT/EMERGENCY LIGHTING
1. Exit lighting is AC/DC and operational
2. Exit signs are visible from all areas
3. Adequate emergency lighting if required
4. Emergency lighting is operational
5. Other Exit/exit lighting deficiencies noted

## L FIRE PROTECTION EQUIPMENT
1. Portable fire extinguishers; placement, classification, number adequate and unobstructed
2. Portable fire extinguisher(s) service date is current
3. Fire extinguishing systems service date is current
4. Type of extinguishing system
5. Sprinkler and other Water Spraying System service date is current
6. Sprinkler heads are unobstructed
7. Other Fire Protection Equipment deficiencies noted

The following deficiencies have been identified and require the following corrective action(s), to be completed by the noted compliance date.

<table>
<thead>
<tr>
<th>Deficiency</th>
<th>Corrective Action</th>
<th>Compliance Date</th>
</tr>
</thead>
</table>

* Additional information as required may be made on additional pages, and shall become part of this inspection report.

**REMARKS & RECOMMENDATIONS:** In the interest of Fire Prevention and Life Safety, you are requested to immediately begin corrective action on all the deficiencies as listed and to complete such action within the next 90 days. A follow up inspection will be made on June 16, 2021.