

Fire Safety 101

Exits

- All exit doors shall be maintained in operable condition. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable.
- No use of deadbolts or barrel bolts.
- Exits must be maintained with no obstructions such as desks, tables, file cabinets, etc.
- All exterior windows used for secondary exit out of classroom must remain free of obstructions.

Classroom Doors

- Doors to classrooms in use shall be closed and place in locked position.
- Do not place decorations on doors or doorframes. Nothing should interfere with the door's operation.
- View window must remain uncovered.
- Cannot us wood block or props to hold doors open.

Classroom Windows

- All operable classroom windows must be accessible with no flammable materials on window.
- Windows must be free and clear if used as secondary egress from classroom.
- No Flammable materials on any windows and doors including curtains unless listed fire retardant.

Aisles / Corridors

- Aisles leading to exits shall be provided free and clear of obstruction from all portions of the building.
- Aisles shall be free of storage and other obstructions (tables, etc.) and maintained to full width.

Decorative Materials

- DECORATIVE MATERIALS NOT ALLOWED: Mylar sheeting, polystyrene, foam core poster board, PVC sheeting, hay, straw and other flammable materials shall not be used.
- No more than 20% covering of walls in all classroom areas.
- No decorations can be hung from ceiling.

Fire Extinguishers

- All fire extinguishers and their cabinets shall be clearly visible and unobstructed by furniture and decorations.
- If an extinguisher is accidentally set off or leaking please contact building administrator.
- Fire extinguisher shall be inspected monthly during fire drill.

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Fire Alarm & Sprinkler Components

- Horn/Strobes, Beam Detectors, and Manual Pull Stations shall be clearly visible and unobstructed.
- Nothing shall be hung from fire sprinkler heads or fire sprinkler piping. 18-inch clearance to sprinklers heads and ceiling shall be maintained throughout the building.
- Buildings without sprinkler systems shall maintain 24" clearance from ceiling.

Mechanical or Electrical rooms

- No storage in mechanical or electrical rooms. Custodial supplies may be stored but must maintain 36' clearance from all panels. These rooms are difficult enough to move around in. Just imagine a fireman with all his equipment on in the dark, smoke filled room trying to get to the source of a fire near an a/c system or electrical panel.

General Electrical Safety

- Must maintain 3' clearance around electrical panels and transformers.
- Do not put light bulb in items above recommended by manufacture label
- No three to two prong adapters
- Extension cords shall only be uses as a temporary power means for special events and must be grounded no two wire extension cords. Must be plugged directly into an approved receptacle and shall be used only when supervision is in place in the classroom such as us of overhead projector. Must be unplugged and put up after each use to prevent misuse and damage.
- Power strips shall not be connected together (daisy chained).
- Microwaves and refrigerators must be plugged directly into wall outlet.
- No use of hot plates, wax or candle warmers, toasters, toaster ovens or microwaves in classroom areas.
- No two to three prong adapters can be used.
- Electrical cord cannot be covered with carpeting or materials that will not allow proper ventilation.

Clearance & Storage

- Must maintain 18" clear from ceiling in buildings which are sprinkled
- Must maintain 24" clear from ceiling in buildings which are not sprinkled
- Must maintain 36" clearance around hot water tanks.
- Must keep area clear in front of secondary egress windows.