



Fire Safety

This building is equipped with fire sprinklers, fire alarms and emergency lighting systems. These systems were installed to increase fire protection measures and greatly reduce the likelihood of a fire emergency or fire-related injury or fatality. None of these systems will work effectively if basic housekeeping measures are not maintained. The State Fire Marshal is in the process of inspecting our buildings for occupant usage problems that may create fire hazards. In order to comply with Fire Marshal orders and increase fire safety and fire prevention in this building, the following occupant controls should be maintained:

- Fire drills must be conducted five (5) times per year and properly documented by the school. Buildings with summer school are required to have at least one (1) additional fire drill during that period.
- This school should have an emergency evacuation plan and staff should be aware of their responsibilities. Individualized plans are required for any students with limited mobility.
- Fire safety equipment including alarm pull stations, fire extinguishers, fire blankets and electrical panels must be accessible and not obstructed by storage. At least, a 3-foot clearance must be maintained around fire safety equipment.
- Do not obstruct emergency signage such as exit signs & main gas shut-off signs.
- Storage and other objects must be located at least 18 inches below the level of all sprinkler heads to ensure that water dispersion is not obstructed.
- Alien articles (wire, paper, artwork, etc.) must not be attached to fire sprinkler heads or piping.
- Materials hanging from the ceiling (paper, artwork, etc.) must not obstruct the sprinkler system's normal water distribution pattern.
- Student artwork, papers or other combustible materials must not cover greater than 50 percent of any wall area. Materials must not be hung in exit stairways.
- Tires & exposed foam products are highly combustible and toxic when burned and must not be located in this building. This includes unapproved wall coverings used for sound deadening.
- Combustible materials (including gym mats, plastic toys, and wood furniture) must not be stored in gymnasiums, auditoriums or on stages when not in use.
- Storage materials or furniture must not block exit passageways or exit doors.
- At least a 6 foot wide passageway must be maintained in all hallways and corridors.
- Storage materials or furniture must not be located under stairways without sprinklers.
- No storage whatsoever is allowed on stairs, stairwells or landings.
- Extension cords must not be used in place of permanent wiring. Extension cords can only be used on a temporary basis and must be unplugged immediately after use. Power strips with grounding and overcurrent protection or surge protection are acceptable for use as permanent wiring. They are readily available in lengths up to 25 feet. "Daisy chaining" or plugging one power strip into another is not allowed. Each power strip must be plugged directly into a wall socket.
- Heat producing appliances such as coffee pots, must be UL approved for Commercial Use.
- Heat producing appliances with exposed heating elements, such as electric space heaters, toaster ovens, hotplates must not be located in this building. "If it glows... it goes!"
- No more than one piece of upholstered furniture in good condition, can be located in a classroom or office. Those with tears or compromised coverings are highly combustible and must not be located in this building. This also applies to beanbag chairs.
- Maintain aisles in all designated storage areas or store rooms.
- Padlocks may not be used on doors or gates that provide egress from any room or storage area where occupancy is possible. This includes concession stands, office supply rooms, custodial or mechanical areas, stage prop storerooms, industrial arts storage, laundry rooms and courtyards. Door latching hardware must be openable from the inside without the use of a key or special efforts.