

Fire Prevention

Tips for Teachers

1. Nothing should be hung from the ceiling.
2. Fire rated doors should not be blocked open for any reason. Door stops may not be used to keep a fire rated door open. Most doors within the district are fire rated doors.
3. Surge protectors should not be plugged into extension cords or each other.
4. Extension cords should not be used in lieu of permanent wiring.
5. Doors and exits should not be blocked (i.e. don't stack stuff in front of the doors)
6. Fire extinguishers should not be blocked.
7. Nothing should be stacked within three feet of breaker boxes, heaters, etc.
8. Nothing may be stored in mechanical or electrical closets.
9. Nothing should be stacked within 24" of the ceiling.
10. Nothing should be stacked in the hall that impedes the flow of traffic.
11. Teachers should not have candles in their classroom.
12. Teachers should not store combustible/flammable materials in their classrooms. This includes paint, aerosol cans, hay, fertilizer, etc. These materials should be stored in approved containers.
13. Multi-plug adapters other than power strips are not allowed.

Tips for Administrators

1. All exits, hallways, corridors, etc., used in connection with an exit must be free from obstructions
2. All exit doors must be unlocked and working properly. (They cannot be dead bolted, chained, etc.)
3. Illumination of the means of egress and exit signs must be properly maintained.
4. There is to be no storage under an exit stairway. Storage is allowed when it is not within an exit enclosure and such spaces are protected on the enclosed side by a one hour fire resistant construction.
5. The address must be visible and legible from the street or be able to be read from the front of the property.
6. The perimeter of the buildings must be free of accumulation of trash, weeds, etc.
7. All storage rooms or storage areas must be kept clean and orderly. Storage must be kept a minimum of two feet below the ceiling or eighteen inches below the sprinkler heads.
8. Boiler, Mechanical, and Electrical panel rooms are not to be used for storage of combustible materials.
9. Attic spaces are not used for storage of combustible material (unless separated with a one-hour fire resistive construction.
10. All gas appliances must have metal tubing and connections. Un-vented space heaters may not be used.
11. All gas meters, regulators, and gas piping that may be exposed to vehicular traffic must be suitably protected.
12. Flammable/combustible liquids must be stored in approved containers/locations.
13. Fueled equipment (lawn mowers, weed eaters, etc.) may not be stored, operated, or repaired inside of a building.
14. Electrical extension cords may not be used as a substitute for permanent wiring. Multi-plug adapters other than power strips are not allowed.
15. All electrical wiring and equipment must be maintained in a safe condition.
16. A clearance of 30 inches must be maintained in front of all electrical panels to allow access.
17. Buildings must maintain a sufficient number of approved fire extinguishers.
18. Fire extinguishers must be maintained and serviced annually.
19. Fire alarm system, if installed, must be operable and must have a green inspection tag on the panel door.
20. Hood extinguishing systems must be tagged, clean, and free of grease build-up.
21. Sprinkler system, if installed, must be inspected annually and tagged.
22. Fire lanes must remain unobstructed and maintained.
23. Knox boxes must be accessible and contain the appropriate keys.