



School Fire Safety Checklist

Preparation

Emergency Planning

- Prepare- plan ahead as to what to do, who does what and when to do it
- Establish- an Emergency Coordinator and chain of command
- Assign- staff duties and responsibilities
- Address- who will assist disabled occupants
- Establish- a system for accounting for personnel and non-personnel following an evacuation
- Compile- updated list of occupants emergency contact information
- Post- floor plans clearly throughout building showing evacuation routes and alternate means of escape, designated "safe areas", fire alarm pull stations, fire extinguishers, first aid areas, etc.

Fire Drills

- Purpose- to be ready should an occurrence happen, increasing the chance of survival. Fire drills will make people familiar with their surroundings and their drill procedures and establish conduct of the drill as a matter of routine. A disorganized evacuation can lead to confusion, injury, death, and increased property damage.
- Frequency- required at least monthly with all occupant participation
- Assembly Point- a minimum of distance of 50' from the building being evacuated
- Know- evacuation routes and alternate means of escape
- Circumstances- drills should be held at expected and unexpected times and under varying conditions
- Attitude- always take the drills seriously, and evacuate when the alarm sounds
- Records- shall be kept

In Case of Fire, think "RACE"

- Rescue- all persons in immediate danger area
- Alarm- announce the fire, pull the alarm, begin evacuation, and dial 911
- Confine- the fire by the closing doors, if possible
- Extinguish- the fire only if it is small, not spreading, and you have an easy and safe escape path. Do not waste time in trying to fight a fire if the fire might block your only way out.

Lockdown Plans

- Shall be approved by the fire code official and shall address initiation, accountability, recall, communication/coordination, training frequency, and notification. The method of notification shall be separate and distinct from the fire alarm signal.

Prevention

Premises-Exterior

- Address- identifiable from street
- Fire Department Access- maintained unobstructed
- Housekeeping- not an arsonist target
- Hydrants- maintain 3' clearance around
- Fire Department Connections- maintained unobstructed

Egress (Exiting)

- Recognizable- exit signs maintained
- Unobstructed- exits and exit pathways
- Unlocked- doors operable by anyone desiring to evacuate
- Illuminated- means of egress when building is occupied, emergency lighting must also be maintained
- Emergency Lighting- required in interior stairs, corridors, windowless areas with student occupancy, shops, and laboratories

Electrical

- Circuit Breaker Panel Boxes- labeled breakers, proper access in front of (30" x 78")
- Electrical/Mechanical Room Housekeeping- no combustibile storage allowed
- Overloaded circuits or too many things to plug in? Recommend extra circuit or use power taps
- Extension cords- are only to be used for temporary use (such as a portable projector) and not a substitute for permanent wiring. They shall be UL listed, grounded when serving a grounded appliance, plugged into outlet or power tap directly, not piggybacked, of proper size, and serve only one portable appliance
- Power Taps (Power Strips)- shall be listed, directly plugged into permanently installed receptacle, not piggybacked

- Electric Motors- maintained & clean
- Unused outlets- provide safety protection to protect Kindergarten and Pre-school children
- Fire Extinguishers**
 - Training- think “**PASS**” (**P**ull pin, **A**im nozzle, **S**queeze trigger, **S**weep towards base of fire)
 - Proper extinguishers
 - Low hazard-min. 2A10BC, 75’ travel dist.
 - Ordinary hazard-min. 2A10BC (30’), 2A20BC (50’)
 - Extra hazard-min. 4A40BC (30’), 4A80BC (50’)
 - Type K in commercial kitchens-within 30’ of heat producing equipment
 - Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (max. 5’ high if <40 lbs., max 3 ½’ if >40 lbs. In all cases, min. 4” above ground)
- Fire/Smoke Separations**
 - Properly maintained- self closing doors not propped open, smoke and fire doors able to fully close upon activation
- Flammable Storage**
 - Use- shall not exceed amounts necessary for demonstration, treatment, laboratory work, maintenance purposes and operation of equipment.
 - Location- shall be stored in approved locations; no combustibles stored above flammable liquids
 - Liquid storage indoors- > 10 gallons must be stored in liquid storage cabinet(s)
 - Storage of Class 1 liquids (gasoline, paint thinners, etc.)- maximum storage height 4’ on metal shelves or 3’ on pallets, piles or racks; shall be stored in metal containers with maximum container size=5 gal.
 - Oily rags- shall be stored in metal, metal lined or other approved container equipped with a tight-fitting cover.
- Furnishings, Decorations and Artwork**
 - Exit access- shall not be obstructed by decorative materials
 - Artificial decorations- to be non-flammable or treated flame resistant
 - Furnishings- use of furnishings or decorative materials of an explosive or highly flammable character is prohibited
 - Candles- not allowed for any decorations or ceremonies, except as approved by the fire authority prior to the event
 - Ignition sources- not allowed within the vicinity of combustible materials
 - Display of Student Work- shall be limited on the walls of corridors to not more than 20% of the wall area
 - Holiday Rules
 - Natural vegetation including Christmas trees- must be discarded if there are any sign of dryness
 - Christmas tree care (considered naturally flame resistant only with high water content):
 - Stump must be sawed off at an angle at least 1” above original cut
 - Must be mounted securely in stand with a watering reservoir
 - Must be watered daily, maintaining a high water level and not permitted to dry out
 - Must be discarded if there are any sign of dryness
 - Keep tree away from heat sources, stairways, or escape routes
 - Holiday Lights:
 - Use only UL listed miniature lights inside
 - Use only UL listed exterior lights for outside,
 - Do not staple-attach with insulated (plastic) hangers
 - Discard if damaged
 - Use only heavy duty grounded extension cords
- Heat Sources**
 - Ignition sources- prohibited near fumes, clearance to combustibles shall be maintained
 - Portable Heaters- tip over and high temperature limiting features required and 3’ clearance to combustibles
- Storage of Combustible Materials**
 - Clothing stored in corridors and lobbies- shall not be stored in corridors or lobbies unless there is an approved automatic fire sprinkler system, there is an approved smoke detection system, or the clothing is stored in metal lockers. The minimum required egress width shall always be maintained.
 - Combustible indoor storage- to be orderly, 2’ from ceiling (unsprinklered), 18” or more below sprinkler heads, not allowed in exit or exit enclosures, boiler rooms, mechanical rooms, or electrical equipment rooms
 - Combustible outdoor storage- dumpsters min. 5’ from buildings unless protected by automatic fire sprinkler system

Required Minimum Maintenance Service Schedules

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| <input type="checkbox"/> Sprinkler system: annual
<input type="checkbox"/> Alarm system: annual
<input type="checkbox"/> Fire extinguishers: annual | <input type="checkbox"/> Kitchen hood suppression system: 6 month
<input type="checkbox"/> Smoke control systems: quarterly
<input type="checkbox"/> Standpipe systems: 5 year |
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