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|  | **Saginaw Township Community Schools****Fire Safety Standards** |

The Buildings and Grounds Department would like to remind everyone of our Fire Safety Standards and other requirements that are important to the safety of our students and staff. These items also keep us in compliance with many local, state and federal laws as well as District Policies.

1. **Please remember that we cannot hang anything from the ceiling, including strings of miniature lights.**  This is in violation of state fire codes and is in violation of local orders from the Saginaw Township Fire Marshal.
2. Student artwork may be displayed on walls. However, the amount must be reasonable. **The** **District Guideline is 20% or less of the total wall surface.**  Artwork must be hung flat to the wall, not extended out or hung on brackets that expose both sides of the paper. This minimizes the potential flame spread provided by the artwork in the event of a fire. Spraying artwork with an appropriate “fire retardant” is a viable solution.
3. **The District must provide the carpet vendor for any carpets in classrooms.** No carpeting can be brought in from the outside. This includes carpets from home or purchased at a retail outlet. Carpets must meet Class II fire ratings as established by NFPA 101 fire codes. Carpet must be trimmed and installed in a fashion that meets the ADA standards for no trip hazard.
4. **Upholstered furniture and drapery must meet the same standards as carpet when placed in the classroom.** Therefore, furniture and curtains may not be brought in from home or from retail sources.
5. **If your room has an exit door, you MUST keep a clear passage of at least 36” (3 feet) to the door.** **This is law and is not negotiable. Do not cover the exit sign, pull stations or AV stations.**
6. **Residential extension cords are not to be utilized at any time. Commercial grade cords are allowed for temporary use only and must be unplugged from the wall and coiled up after each use. A surge protector with a six foot cord may be utilized on a regular basis, however, they may not be “daisy chained” together and may not be altered in any way (i.e. ground prong cut off).**
7. **Do not use Glade Plug-Ins or any other air freshener that requires the use of an electrical outlet. Do not burn candles or use candle warmers. They are fire hazards.** (In addition, air fresheners and scented candles can be problematic for students with asthma or are allergic or sensitive to fragrances.)
8. **When storing items on shelving, there must be a minimum clearance of 18” between the ceiling and the stored items in a sprinkled room and 24” in a non-sprinkled room.** This will reduce the spread of fire to the ceiling and provide sprinkler systems the clearance required for proper operation.
9. **Items are not to be stored in front of or on top of the unit vents (i.e. heaters) in any of the classrooms, offices, etc.** This will restrict airflow to the unit and will cause operational problems. In addition, it really is burdensome for maintenance to work on the units or change the air filters.
10. **An eight-foot clearance must be maintained in all egress hallways, thus furniture is not allowed to be stored in the hallway, stairwell or entryways.** Furniture is allowed in hallways that are wider than eight feet but are required to be secured to the floor (i.e. bench).
11. Bulletin boards will conform to applicable codes for flame/smoke rating for vinyl covered tack boards in accordance with ASTM E84, Class A flame spread rating.
12. Electrical panels must be maintained with a 36” clearance.
13. Storage of items on top of electrical transformers is strictly prohibited.
14. **Beanbags, Styrofoam and other similar objects are extremely hazardous items during a fire and are not acceptable items in a classroom.** They provide trip hazards and create highly toxic fumes during a fire.
15. Storage of teaching supplies, equipment and furniture in heating/ventilation equipment rooms and boiler rooms is strictly prohibited.
16. **A minimum of 5 fire drills are to be conducted throughout the school year. Three of the drills shall be held prior to December 1st and 2 held during the remaining part of the school year with reasonable spacing between each drill. All personnel must exit the building(s); this includes teachers, aids, custodians, nutrition service staff, secretaries and principals, etc.** ***The Saginaw Township Fire Department recommends that occupants be evacuated to a safe distance from the building or a minimum of 150 feet. In addition, occupants should not be evacuated to access drives or near fire hydrants.*** Your Principal will make the arrangements for all drills.
17. **Christmas Tree and Holiday Decoration Regulations:**

# **Decorative Material**

Sec.25.103 All drapes, hangings, curtains, drops and all other decorative material, including Christmas trees that would tend to increase the fire and panic hazard, shall be made from material which is not flammable material or shall be treated and maintained in a flame retardant condition by means of flame retardant solution or a process approved by the Fire Chief. Exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by any decorative material.

# **Flammable Decorative Materials**

Sec. 11.204 Cotton batting, either natural, artificial or manufactured, straw, dry vines, leaves, trees or other highly flammable materials shall not be used for decorative purposes in show windows or other parts of commercial, industrial or institutional occupancies unless made flame retardant.

**After reading the above two paragraphs, the following fire preparations must apply at all of our schools:**

* All decorative materials, including Christmas trees, used inside a school building, must be maintained in a flame retardant condition by means of flame retardant solution or a process approved by the Fire Chief.

* Live Christmas trees **cannot** be used inside a school building unless made flame- retardant.

* Artificial trees can be used provided that they are flame retardant.
* Trees and decorations cannot conceal or obstruct exit doors, exit lights, fire alarm pull stations and fire extinguisher locations.

* Christmas tree lights must be UL approved and should be unplugged after school hours.

Some of these requirements may restrict educational activities; however, the safety of our children is paramount. Safety may be a matter of opinion in some cases, however, the above regulations and established best practices provide a minimum base line that we do not have the option to violate. **We all think, “It can’t happen here”, but it can happen!** We must not ignore or circumvent the laws designed to prevent a tragedy.

If there are any circumstances that arise in the future or are not listed and you need clarification, please feel free to contact the Buildings & Grounds Department at 793-9711. The Buildings and Grounds Department appreciates everyone’s assistance with being pro-active.