

Fire Prevention Procedure

Fire Fighting Equipment

The placement of fire extinguishers shall meet all local fire department regulations. The Custodial Supervisor shall ensure that all fire extinguishers are inspected and tagged annually. When an extinguisher is empty, the Custodial Supervisor shall be notified immediately so that it can be recharged.

Materials for Decorations

Flammable materials shall not be permitted for decoration of school buildings or in costumes. All flammable materials such as untreated cellophane, regular cotton, excelsior, straw, corn stalks, lacquer-based paint and wax shall be prohibited, unless specifically approved by the principal after implementing any necessary precautions that are consistent with applicable fire codes. Flame-proofed materials may be used for decorations. Poster paper may only be used for bulletin boards.

Trees must be set in moisture such as a mixture of sand and water and must be kept at least two feet away from any source of heat. They must be placed so that they will not block an exit.

No flammable material may be added to regular costumes or used as a costume.

Open Flames

Open flames shall not be used in auditoriums or any regular classroom except in laboratories and such classrooms as homemaking where proper metal trays and appliances have been provided.

The use of lighted candles shall be limited to classroom instruction or approved activities. Bonfires shall not be permitted on school grounds.

Electrical Cords and Wiring

All cords shall be U.L. approved. All electrical cords must be checked periodically by the head custodian. Employees shall make no changes in existing wiring or electrical connections. All changes in electrical connections must receive approval of a qualified electrician.

Flammable Fluids

The use of flammable fluids shall not be permitted except when approved and supervised by properly qualified personnel.

Approved: January 6, 1986

Revised: May 22, 2001