

Overview

The following standards define the requirements for compliance with international fire codes (IFC) and safety standards within our school facilities. All staff members are required to adhere to these guidelines to ensure the safety of students and personnel.

1. Classroom & Hallway Wall Displays

To prevent the rapid spread of fire, combustible materials on walls must be limited:

- **Classroom Walls:** Displays (art, posters, aids) must not cover more than **50%** of any single wall. Do not install materials from floor to ceiling; leave gaps between display areas.
- **Hallways/Corridors:** Displays must not cover more than **20%** of the wall surface.
- **Safety Equipment:** Decorations must never obstruct fire alarms, smoke detectors, or sprinkler heads.

2. Doors and Glass Panels

- **Visual Clearance:** Glass panels in classroom doors must remain unobstructed to allow a view into the room (except during emergency lockdowns/drills).
- **Exit Identification:** No paper, decorations, or teaching aids may be attached to either side of a classroom exit door. The door must be clearly identifiable as an exit.
- **Hardware:** Door stops, wedges, kick-down holders, and magnets used to circumvent locks are strictly prohibited.

3. Ceilings and Hanging Items

- **Vertical Clearance:** Storage must remain at least **18 inches** below the ceiling.
- **Hanging Prohibitions:** Nothing may be hung from the ceiling grid, light fixtures, sprinkler heads, or overhead pipes. The ceiling is a fire-rated assembly and must not be compromised.
- **3D Art:** "Dimensional" or "scrunched" paper art (e.g., paper trees or vines) is prohibited as it creates air channels that increase fire intensity.

4. Required Safety Clearances

Specific "clear zones" must be maintained in a square shape around the following items:

- **Classroom Exit Doors:** 60 inches
- **Fire Alarm Pull Stations:** 36 inches
- **Electrical Panels:** 36 inches (Floor markings required)
- **Fire Extinguishers:** 36 inches
- **IT / Network Racks:** 39 inches

5. Electrical and Appliances

830 – Safety Standards Procedure (cont.)

- **Cords:** Extension cords are for temporary use only. UL-listed surge protectors are allowed but must not be "piggy-backed" (plugged into each other).
- **Appliances:** Mini-fridges, microwaves, coffee pots, and toaster ovens are prohibited in classrooms. These are permitted only in designated faculty breakrooms.
- **Heaters:** Only one UL-listed portable heater with an automatic tip-over shut-off is allowed per circuit and must be monitored at all times.
- **Prohibited Items:** Open flames, candles, incense, lava lamps, and scent diffusers are not allowed.

6. Furniture and Space Usage

- **Furniture:** Must be commercial grade. Couches are restricted to offices, faculty rooms, and the Media Center.
- **Cooking:** Prohibited in classrooms unless the room was specifically designed/vented for that purpose.
- **Closets:** Storage closets may not be converted into offices, teaching spaces, or wellness rooms.

Compliance is mandatory and subject to inspection by the State Fire Marshal. Please review your workspace and make any necessary adjustments immediately. Thank you for keeping our school safe.