

# Davis School District Policy and Procedures

**Subject: 3RM-003 Fire Prevention and Safety Compliance**

**Index: Risk Management and Workplace Safety**

**Revised/DRAFT: ~~June 4, 2014~~ November 18, 2019. Five-year review. REPEAL**

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## ~~1. PURPOSE AND PHILOSOPHY~~

~~To provide a fire safe environment through safety practices and the standardization of procedures throughout the Davis School District (District) to comply with State and Federal fire codes.~~

## ~~2. POLICY~~

~~All employees of the District shall cooperate fully with the Utah State Fire Marshal and local fire chiefs to insure that their respective schools, departments and building sites are in compliance with the Utah State Fire Code and this policy.~~

## ~~3. EMERGENCIES AND FALSE ALARMS~~

### ~~3.1. When Building is Occupied~~

~~3.1.1. In the event a fire occurs or the discovery of a fire, smoke or unauthorized release of flammable or hazardous materials on any property occurs, no matter how small or insignificant the incident may appear, the principal or designee shall, without delay, phone 911 and also notify District security.~~

~~3.1.2. When a fire alarm is received and the building is occupied, the monitor in the District security office shall immediately notify the fire department and dispatch a fire security technician to the alarm location.~~

~~3.1.3. Principals shall respond to all alarms by commencing a complete evacuation of all persons in the building.~~

~~3.1.4. Persons shall reenter building only after it has been determined that it is safe to do so.~~

### ~~3.2. When Building is Unoccupied~~

~~3.2.1. When a fire alarm is received and the building is unoccupied, the monitor in the District Building Controls office shall immediately notify the fire department and dispatch a fire security technician to the alarm location.~~

~~3.2.2. The District security monitor shall then call a responsible person from the school staff to respond to assist the fire department.~~

~~3.2.3. The District security monitor shall call the maintenance department supervisor and notify the supervisor of the alarm, night or day.~~

### ~~3.3. Appropriate Discipline for False Alarm or Setting Fire~~

~~3.3.1. Principals or department heads shall appropriately discipline all persons responsible for giving a false alarm or setting a fire, up to and including employee dismissal or student suspension.~~

~~3.3.2. Law enforcement official shall be notified when any individual is suspected of triggering a false alarm or setting a fire.~~

~~3.3.3. If the individual is a student, District Case Management shall also be notified.~~

## ~~4. EMERGENCY EVACUATION DRILLS~~

~~Emergency and fire drills shall be conducted in accordance with Utah Administrative Code R277-400-6. A record of all emergency and fire drills shall be kept by the school principal on the District computer Emergency and Fire Drill Reporting Screen.~~

~~5. SAFETY COMPLIANCE~~

~~5.1. Corridors~~

- ~~5.1.1. Decorations in corridors and exit ways shall be limited to 20 percent of one wall if treated with a flame retardant and to 4' x 8' total area (32 sq. ft.) in each 50 lineal feet.~~
- ~~5.1.2. Enclosures built of combustible decoration materials, to include papier-mâché, plastic, Styrofoam, chicken wire, paper and cardboard, are strictly prohibited.~~
- ~~5.1.3. Campaign posters for student officer elections shall be limited to three (3) posters per candidate. Posters shall be limited to 2' x 3' in size. Posters shall be removed within twenty-four (24) hours of the end of the election and disposed of in an approved receptacle.~~
- ~~5.1.4. When placing decorations, every attempt shall be made to break up fire continuity by providing space between combustibles so that a fire is not able to continue from one end of the room or corridor to the other.~~
- ~~5.1.5. Documentation that combustible decorations have been treated with a flame retardant shall be made available upon request of the Fire Marshal.~~
- ~~5.1.6. The use of natural cut Christmas trees shall be strictly prohibited, treated or not.~~

~~5.2. Classrooms~~

- ~~5.2.1. Non-flame retardant decorations in classrooms shall be limited in area of 25 percent of all walls. No restrictions apply to flame retardant decorations.~~
- ~~5.2.2. Flame producing devices, such as scented candles, shall not be used in the classroom.~~
- ~~5.2.3. Upholstered furniture shall be commercial or industrial grade and shall have a flame retardant commercially applied.~~

~~5.3. Open Burning~~

- ~~5.3.1. Bon Fires shall not be permitted at any District facility.~~
- ~~5.3.2. Hand-held candles shall not be used at any District event.~~
- ~~5.3.3. Theatrical Performances
  - ~~[a] Open flame devices used in conjunction with theatrical performances are permitted when adequate safety precautions have been taken.~~
  - ~~[b] Indoor pyrotechnic devices are strictly prohibited unless the facility is equipped with an automatic fire sprinkler system.~~
  - ~~[c] Pyrotechnic devices shall be controlled by a certified pyro-technician that has posted the required insurance.~~
  - ~~[d] Flammable liquids shall not be dispensed inside any District building.~~
  - ~~[e] Open flame and pyrotechnic devices shall be approved or permitted by the Fire Marshal and the District Risk Management Director.~~~~

~~5.4. Space Heaters~~

- ~~5.4.1. Electric space heaters shall be prohibited in schools except in emergency situations with the authorization of the District Risk Management Director.~~
- ~~5.4.2. Authorized space heaters shall not be left plugged in or left unattended.~~
- ~~5.4.3. Authorized space heaters shall be designed to shut off if it is tipped over.~~
- ~~5.4.4. Combustible material shall be kept at a safe distance from the heater.~~
- ~~5.4.5. Gas or fuel fired space heaters are strictly prohibited for use indoors at any District facility.~~

~~5.5. Appliances and Temporary Extension Cords~~

- ~~5.5.1. Hot plates, electric frying pans or griddles are not allowed in classrooms except where the class curriculum includes the use of such appliances. Personal~~

~~appliances shall not be brought into any District facility.~~

- ~~5.5.2. Extension cords are a violation of the International Fire Code, and the Occupational Safety and Health regulations when used as a substitute of permanent wiring. They shall be used only with portable equipment. The cord shall be of compatible ampacity with the equipment and maintained in good condition. All cords shall be grounded (three prongs). Multi-plug devices that do not meet the Electrical Code shall not be used. Power bars such as surge protectors are for low voltage equipment only (i.e., computers, adding machines, etc.). All electrical equipment shall be UL-listed.~~
- ~~5.5.3. During special events and holidays, temporary wiring is allowed for a period not to exceed ninety (90) days. Such wiring shall be in "new" condition. Wiring shall be protected from being damaged or creating a tripping hazard. Splicing of any kind is prohibited. Any defective or damaged wiring shall immediately be removed and discarded.~~

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**DEFINITIONS**

~~“Combustible decorations” mean items such, as but not limited to, artwork, teaching materials, posters, banners, curtains, draperies, hangings and other decorative materials suspended from walls or ceilings.~~

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**REFERENCES**

~~Utah Code Ann. Title 53, Chapter 7 – Utah Fire Prevention and Safety Act~~

~~Utah Code Ann. § 76-9-105 – Giving a false alarm is a class B misdemeanor.~~

~~Utah Administrative Code R277-400-6 – Emergency Preparedness Training for School Occupants.~~

~~Utah Administrative Code R710-4-1 – Public School Buildings – Adoption of Fire Codes.~~

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**DOCUMENT HISTORY**

**Adopted: November 4, 2003** – Removed Fire Prevention and Fire Safety from District policy 2HR-011 Safety Issues in Human Resources Management. Gave this policy a separate name and number. Added a Safety Compliance section. Safety compliance information was formally in a Fire Marshal Administrative Rule but has been removed.

**Revised: September 22, 2010 (by consent)** – As part of five-year review, including a reorganization of the Table of Contents (new Risk Management section), policy was renumbered from 7SS-004 to 3RM-003. Bonfires and handheld candles are now prohibited.

**Revised: August 23, 2013** - Minor revisions consistent with changes in law and rule.

**Revised: June 4, 2013** – Minor revisions consistent with changes in administrative rule. Removed details for emergency and fire drills, referenced the rule.

~~Revised: \_\_\_\_\_ - Five-year review. Removed specific fire code language.~~