



SAN LUIS COASTAL

UNIFIED SCHOOL DISTRICT

1500 Lizzie Street
San Luis Obispo, CA 93401-3062
(805) 549-1200
district@slcusd.org

FIRE PREVENTION PLAN

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FIRE PREVENTION PLAN

I. PURPOSE

The Fire Prevention Plan’s purpose is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and students are protected.

II. AUTHORITY

California Code of Regulations, Title 8, Section 3221, and Title 19 – Public Safety.

III. RESPONSIBILITY

All District staff are responsible for fire prevention. The following staff have been identified to facilitate the repair, improvement and mitigation of any fire hazard reported or identified. This includes those items identified in the site inspection list.

	Name	Contact Phone	Email
District Staff Responsible for Fire Prevention Maintenance	Steve Stewart	(805) 431-3918	sstewart@slcusd.org

	Name/Company	Contact Phone	Email
District Person Responsible for Fire Protection Systems	Steve Stewart	(805) 431-3918	sstewart@slcusd.org
Fire Sprinkler/Alarm Contractor	Deep Blue Integration	(888) 600-0324	info@deepblueintegration.com
Fire Extinguisher Contractor	Dependable Fire Protection	(805) 461-1550	No Website

IV. GENERAL SAFE CODE OF WORK PRACTICES

General Safe Code Work Practices

- Every building or portion of a building shall be maintained in a neat, orderly manner, free from any condition that would create a fire or life hazard or a condition, which would add to or contribute to the rapid spread of fire.
- Sources of actual or potential heat, such as hot plates or electric coffee pots, shall not be placed near flammable materials.
- Portable space heaters, candles, other open flames or ignition sources are prohibited.
- There shall be no smoking or open flame during any public assembly. "No Smoking" signs shall be posted in a conspicuous place inside the building. Smoking or the use of tobacco is prohibited at all school sites.
- Except when the enforcing agency permits, boiler rooms, mechanical rooms, transformers, switchgear vaults, and electrical panel rooms shall not be used for storage.
- No dry vegetation shall be permitted within 20 feet of any building or occupancy.
- Approved self-closing metal containers shall be provided and maintained in all rooms or locations where oily rags, oil waste, paint rags, or similar materials subject to spontaneous ignition are used or are stored temporarily. Such containers shall be emptied daily.
- Fire appliances such as fire extinguishers, fire hoses, fire alarms, and similar devices shall be maintained and in working order at all times.
- Exit doors shall not be locked, bolted, fastened, or otherwise obstructed, which would keep them from being opened from the inside without special use or knowledge.
- Exit corridors and doors shall not be blocked in any way at any time.
- Aisles shall be at least 3' wide when served for only one side and not less than 3'6" when served from both sides. Aisle widths increase with increased distance.
- Storage of flammable and combustible liquids shall follow the California Fire Code, Chapter 34.
- All decorative materials such as curtains, drapes, hangings, Christmas trees, or combustible decorative material shall be flame retardant. In addition, no such material shall block or conceal any exit door, exit lights, fire alarm, hose cabinet, or fire extinguisher, including cardboard canvas, plastic partitions, or walls sometimes used for a haunted house or a similar event. A maximum of 100 square feet of decorative material is allowed per wall. More than 100 square feet requires flame retardant/treated material.
- Classroom decorations or displays must conform to these regulations and follow these surface coverage guidelines. In addition, up to 25% of the wall surface may be covered with non-treated materials.
- Artificial trees shall be marked U.L. flame retardant.
- A plan showing travel paths to evacuate the room in case of emergency and including an alternate route should be posted in a conspicuous place in each classroom or assembly area.
- Maintain combustible vegetation near facilities to prevent the spread of fire, 100 foot "defensible space."

Extension Cords

- Extension cords are not to be used as a substitute for permanent wiring.
- Each extension cord shall be plugged directly into an outlet, do not daisy chain into another extension cord or power strip
- Shall serve only ONE appliance or fixture
- The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture. No smaller than 16-gauge wire

- The extension cord is maintained in good condition
- It must have a ground wire (do not use lamp cord style extension cords)
- Keep extension cords away from water
- If the extension cord crosses a traffic area, a traffic pad shall be used

Multiple Outlet Extension Cord and Power Strips

- Must have a built-in circuit breaker or fuse at the receptacle end
- Must be Underwriter Laboratories Listed (U.L.)
- Must be grounded
- Maximum amperage that shall pass through extension cord wiring shall not exceed seven amps for 16-gauge wire and 15 amps for 14-gauge wire (*If higher amperages are required, a circuit breaker may not be able to handle the load*)
- If the extension cord crosses a traffic area, a traffic pad shall be used
- No multi-plug adaptor will be used to change a single outlet to a multiple outlet cord, except as listed above
- Must be maintained in good condition without cuts, splices, deterioration, or damage
- Shall be plugged directly into an approved receptacle

Facilities Fire Systems

- Fire Sprinkler Inspection, Testing and Maintenance Records – Have a copy of the past 3 quarterly inspection reports and one annual testing report that is no more than 12 months old. A separate report is required for each fire sprinkler riser.
- Fire Alarm Annual Testing Report – Have a copy one annual fire alarm testing report that is no more than 12 months old.
- Private Fire Hydrant Annual Testing Report – Have a copy of one annual fire hydrant report that is no more than 12 months old. There should be a separate report for each hydrant.
- Kitchen Hood Extinguishing Systems – Systems should be serviced every 6 months. Tag on system should be no more than 6 months old.
- Fire Extinguishers – Tags on extinguishers should be no more than 1 year old. Extinguishers should not be blocked or obstructed.
- Fire Drills – Have a copy of fire drill records. Drills are required to be conducted monthly at primary schools. Secondary schools are required to conduct drills twice during the school year. Fire drills must be in addition to any other type of emergency drill, including earthquake and lockdown drills
- Exit Signs – Make sure exit signs are illuminated and in good working condition.
- Exits – Make sure all exits are unobstructed and the doors work properly.
- Exit Corridors – Exit corridors must be kept unobstructed at all times.
- Fire Sprinkler Risers – Fire sprinkler risers must be unobstructed and accessible at all times.
- Fire Alarm Devices – Fire alarms, strobes, horns bells must be in good working condition.
- Electrical Rooms – No storage is allowed in electrical rooms with transformers and main electrical panels. Doors to Electrical Rooms must be labeled “Electrical Room.”
- Electrical Panels – Electrical panels not located in electrical rooms must have 36” clearance in front of electrical panels.
- Extension cords – Extension cords are not allowed to be used for permanent wiring. Power strips must have built in circuit breaker and be plugged directly into a wall outlet. Unapproved multi-plug adapters or zip cords are not permitted.

- Gasoline and Propane – Gasoline and propane are not allowed to be stored inside any building.
- Compressed Gas Cylinders – All compressed gas cylinders must be secured to prevent falling.
- Fire Rated Doors – All fire rated doors must be kept closed unless they are held open with an approved device that is part of the building alarm system. Doors must close and positively latch.
- Fire Treatment of Curtains – All curtains including stage curtains should be treated and have State Fire Marshal seal attached to product as well as back up documentation of treatment.
- Emergency Lighting – All emergency lighting should be working. Be prepared to demonstrate that the emergency lighting is in working condition.
- Evacuation Maps – Evacuation maps should be posted at the exit of each classroom.
- Fire Lanes – Ensure that fire lanes are clearly marked with appropriate markings “Fire Lane

V. IDENTIFICATION OF FIRE HAZARDS

The District encourages employees to report potential hazards for District investigation and correction. (See Appendix III-Hazard Correction) The following is a list of potential fire hazards and their associated work areas:

Location	Fire Hazard
General Classrooms	Electrical, combustible materials, portable heaters, waste receptacles
Science Labs	Electrical, combustible materials, flammable and combustible chemicals (solids, liquids, gases), natural gas Bunsen burner, electrical appliances, waste receptacles
Theater and multipurpose rooms	Electrical, combustible materials, theatrical props, theatrical lighting, curtains, and combustible sets, waste receptacles
Technology Education Shops & District Repair Facilities (automotive, wood, metal, fabrication, agriculture mechanics, culinary arts, etc.)	Electrical, combustible materials, portable heaters, vehicles, power equipment, propane, welding gases, high voltage equipment, waste receptacles
Kitchens	Electrical, combustible materials, stove, range, grill, deep fryers, waste receptacles
Art classrooms	Electrical, combustible materials, portable heaters, waste receptacles, kilns
Fuel facilities	Electrical, combustible materials, waste receptacles, fuel pumps, oil and chemical storage
Offices	Electrical, combustible materials, portable heaters, waste receptacles
Site Access	Fire lanes, fire hydrants, addressing, Knox Box
Open spaces	Combustible vegetation

VI. HOUSE KEEPING PRACTICES

The following are the fire prevention practices associated with fire hazards identified above:

Fire Hazard	Housekeeping Practices
Electrical outlets, surge protectors, extension cords	<ul style="list-style-type: none"> • All outlets & switches must have cover plates. • Extension cords in lieu of permanent wiring are prohibited. • Extension cords must be protected from damage. • Extension cords and power strips may not be plugged in series.

	<ul style="list-style-type: none"> • Surge protectors should be plugged directly into the wall and be rated for their use (15-amp, 20-amp), they should be UL listed.
Combustible and stored materials – paper, plastics	<ul style="list-style-type: none"> • Combustible materials must be limited in classrooms. They may only cover 50% of the of the specific wall or ceiling area they are attached • Material stored on top of shelves or cabinets may not be closer than 3 feet to the ceiling and secured so that during an earthquake, it will not fall. • Cabinets and furniture must not block exit path.
Portable heaters	<ul style="list-style-type: none"> • Portable heaters are prohibited.
Flammable and combustible chemicals (solids, liquids, gases),	<ul style="list-style-type: none"> • Hazardous materials, such as cleaning products and chemicals used for instruction, shall be stored in approved secure locations and always kept out of reach of children. Science chemicals and very hazardous materials must be kept in hazardous materials cabinets. • In shops permitted to have compressed gas cylinders, the compressed gas cylinders shall be attached with restraints to prevent them from overturning. • Flammable material will be kept to a minimal amount and stored in a flammable storage cabinet.
Bunsen burners	<ul style="list-style-type: none"> • Adjust to a yellow flame to make the flame visible if not in immediate use. • Never leave a lit Bunsen burner unattended. Always turn the Bunsen burner off when it is not in use. • Never leave anything that is being heated unattended. • Use tongs when holding objects in a flame and place hot objects on trivets or hot pads. Remember that objects heated by a laboratory burner retain their heat for a long time and while hot, remain a burn hazard. Use tongs or heat-resistant gloves to pick up heated clamps, tripods, rings, screens, glassware, or ceramics. • Never heat a closed container over a laboratory burner. • Never look into a test tube or container being heated. • Never point the open end of a test tube being heated towards anyone. • Always use a laboratory burner in a fume hood if toxic chemical fumes will be produced during the heating process. • If the flame of a Bunsen burner goes out or begins to sputter, turn the wall outlet valve off immediately. • Turn the gas line off at the main valve after every use.
Waste receptacles	<ul style="list-style-type: none"> • Outdoor dumpsters must be a minimum of 6 feet from a building unless they have a fire sprinkler above them, they must have lids. • Trash and recycling receptacles should be routinely emptied.
Power equipment	<ul style="list-style-type: none"> • Shutdown of equipment must be obvious or clearly marked. • Equipment must only be used by people who are properly trained in its use. • Care must be exercised to keep equipment that may have heated up or creates sparks away from combustible and flammable materials.
Welding equipment and other hot work tools	<ul style="list-style-type: none"> • Hot work tools must be kept a safe distance from combustible and flammable material. • Proper personal protective equipment must be worn. • A fire extinguisher must be in proximity of the equipment when used.

	<ul style="list-style-type: none"> Outdoor hot work must only be done when there is no chance of igniting vegetation, shovel, extinguisher or suppression water must be present and adequate clearance is maintained.
Fueling facility	<ul style="list-style-type: none"> Pumps will be protected from vehicle impact. Emergency shutoffs will be clearly marked and accessible. Facility will have adequate lighting. A spill kit will be located for rapid deployment. Vehicles will be shut off when fueling. No smoking signs will be posted. Elimination of all ignition sources in the proximity of fuel facility will be maintained. If dispensing fuel into a container, the container must be approved for that use. Do not fill inside a vehicle. Only fill to 95% to allow for expansion.
High voltage machines & appliances	<ul style="list-style-type: none"> Only people properly trained in the use of high voltage machines and appliances will be permitted. Clear instructions on how to shutdown and other safety messages will be visibly posted.
Kilns	<ul style="list-style-type: none"> Post warning sign that kiln is hot. Use rated gloves when using. Keep loose clothing away from kiln opening. Do not touch electrical elements due to shock hazard. Unplug or turn off power when not in use. Keep combustible material away from kiln area. Where safety glasses with IR and UV protective glass when looking into kiln. Do not remove material from kiln has cooled sufficiently to be safe.
Theatrical curtains, lighting, sets, scenery, props	<ul style="list-style-type: none"> Curtains must be flame proof with a State Fire Marshal tag. Sets, scenery and props must be fire resistant and comply with NFPA 101. The use of pyrotechnics is prohibited. No open flame or any source of ignition is allowed. Stage lighting must be protected from becoming an ignition source.
Fire Sprinklers	<ul style="list-style-type: none"> Suspending or hanging decorative items from fire sprinkler pipes is not allowed. Materials stored on top of shelves or cabinets may not be closer than 18" to fire sprinkler heads.
Utility rooms	<ul style="list-style-type: none"> Do not store combustible materials in a utility room that has ignition sources: electrical panel, water heaters, other ignition sources. The area in front of the electrical panel must be kept clear.
Fire Extinguishers	<ul style="list-style-type: none"> Fire extinguishers shall be mounted in plain view and not blocked or hidden.
Fire lanes, fire hydrants, addressing, Knox Box	<ul style="list-style-type: none"> Fire lanes, hydrants shall not be blocked by vehicles or other barriers. Red curb and "Fire Lane No Parking" will be maintained. Addressing will be clearly visible from the road. All facilities will have a Fire Department Knox Box installed with a current set of access keys located inside. (Contact the local fire department to assist.)

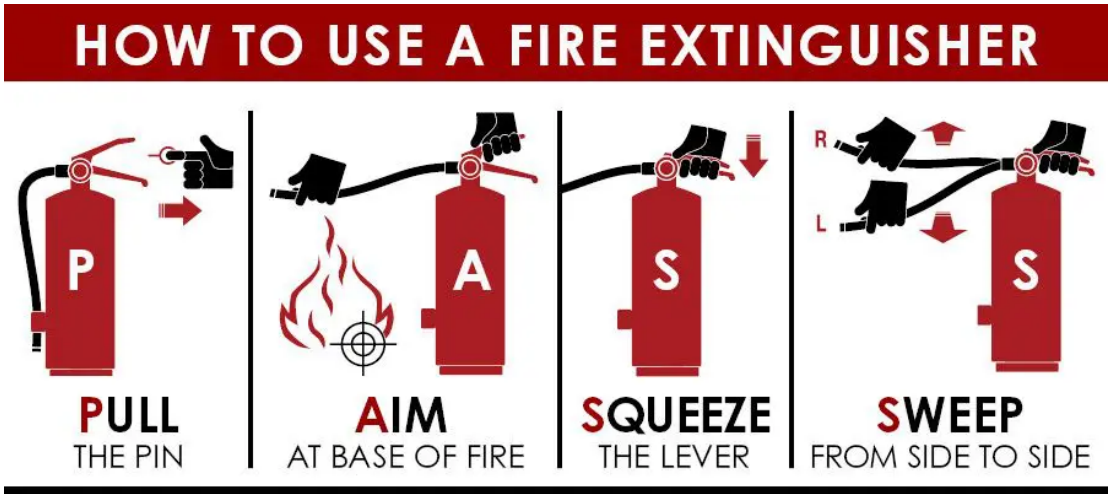
Fire Drills	<ul style="list-style-type: none"> • Fire drills will be held monthly for primary schools and twice a year for secondary schools. • Fire drills will demonstrate that all students can evacuate to an outside classroom meeting spot. • A fire drill may be scheduled and announced in advance so that students and staff can dress appropriately and to reduce stress. The element of surprise is not important to practicing the school fire drill.
Combustible Vegetation	<ul style="list-style-type: none"> • Remove and maintain vegetation that could spread fire to buildings and facilities each year prior to it drying out. Provide a minimum of 100 feet of “defensible space.”

VII. FIRE CONTROL MEASURES

The following is a list of fire control measures installed or available in work areas:

Location	Fire Hazard
Fire Extinguishers	<ul style="list-style-type: none"> • Fire extinguishers will be located so they are readily accessible, and properly mounted on the wall (preferably near exits). They may be located within a classroom or nearby in common areas. • Fire extinguishers will be in labs, computer rooms and generator rooms and where required by fire code official a 2-A:20-B:C. type extinguisher is required. • Commercial kitchens hoods will have an automatic hood suppression system. • Fuel dispensing station a minimum rating of 2-A:20-B:C fire extinguisher not more than 75 feet from pumps, dispensers or storage tank fill-pipe openings. • Employees should be trained in the proper use of fire extinguishers using the PASS method.
Automatic Fire Sprinklers	<ul style="list-style-type: none"> • Automatic fire sprinklers provide the best protection from fire and if a single or multiple sprinkler heads activate, they should be allowed to operate until fire is fully suppressed before turning off sprinkler water supply.
Fire Alarm	<ul style="list-style-type: none"> • Fire alarms should be audible throughout the facility buildings. • The phone number of the alarm contractor will be posted on the alarm panel. • Any report of a fire at a site, immediately sound the fire alarm.
Knox Box	<ul style="list-style-type: none"> • All facilities will have a Fire Department Knox Box installed with a current set of access keys located inside. (Contact the local fire department to assist.)
Fire Lanes, Hydrants, Fire Department Connection (FDC)	<ul style="list-style-type: none"> • No vehicles will be permitted to park in fire lanes or within 15 feet of a hydrant or fire department connection.
Exit Signs	<ul style="list-style-type: none"> • Exit signs will be visible from any point in a building and where needed arrows will indicate the exit path. • Exit signs are not required in rooms or areas that require only one exit or when the exterior exit doors or gates is obvious and clearly identifiable. • Exit signs will be internally or externally lit with back-up power illumination.

Emergency Lighting	<ul style="list-style-type: none"> Where required, emergency lighting will be adequate to provide enough light that someone with normal vision will be able to evacuate along the exit route.
Fuel Fire or Spill Emergency	<ul style="list-style-type: none"> Fuel emergency shutoff should be activated if a fuel fire or spill is occurring. A spill kit should be utilized if a fuel spill has occurred, and it is safe to do so.
Utility Shutoff	<ul style="list-style-type: none"> Utilities should be shutoff or assistance provided for the fire department in identifying the location so they can shutoff, should it assist in the control of a fire or to protect people from a hazard.
Vegetation/Wildland Fire	<ul style="list-style-type: none"> If fire is spreading toward a facility with no time to evacuate, shelter-in-place, close windows and door, shut off fresh air intake on HVAC system.



VIII. MAINTENANCE & INSPECTION PROGRAM

The periodic maintenance and inspection frequencies for fire control measures are as follows:

Fire Control	Fire Hazard
Fire Extinguishers	<ul style="list-style-type: none"> Fire extinguishers will be inspected visually inspected monthly and inspected annually by a contractor. Commercial kitchens hoods will be inspected every 6 months and tagged.
Automatic Fire Sprinklers	<ul style="list-style-type: none"> Fire sprinkler riser assembly will be accessible. Spare sprinkler heads will be properly stored and accessible. Visual inspection of fire system components will be done quarterly. Automatic sprinkler systems will be inspected annually and every 5 years by a C-16 licensed contractor.
Fire Alarm	<ul style="list-style-type: none"> Fire alarm inspection should be inspected as required based on the type of system installed.
Knox Box	<ul style="list-style-type: none"> All facilities should have a Fire Department Knox Box installed with a current set of access keys located inside. (Contact the local fire department to assist.)
Exit Signs	<ul style="list-style-type: none"> Exit signs should be tested for 30 seconds each month.

	<ul style="list-style-type: none"> Exit signs will be annually inspected to test that they will provide a minimum of 90 minutes of light with loss of power.
Emergency Lighting	<ul style="list-style-type: none"> Emergency lighting should be tested for 30 seconds each month. Emergency lighting will be annually inspected to test that it will provide a minimum of 90 minutes adequate light.
Fuel Emergency Shutoff	<ul style="list-style-type: none"> Signage indicating the location of the emergency shutoff is visible from the fuel station. Shutoff will be maintained and inspected to ensure it is operable.
Utility Shutoff	<ul style="list-style-type: none"> Utility shutoffs will be maintained so they are operable, signage indicating their location when not obvious and tools to shutoff are accessible.
Fire Drills	<ul style="list-style-type: none"> Fire drills, using the fire alarm system, will be held once a month for elementary schools and twice a year for secondary schools. Drills will be logged, and records maintained.

IX. FIRE SYSTEM INSPECTION REQUIREMENTS

The following fire alarm systems have been installed and tested at the frequency indicated and should trigger the response listed:

Fire Sprinkler Systems	Frequency	Activity	By Whom
	Quarterly	Visual Inspection (e.g., system pressure, check gauges, rusting components, evidence of a leak, damage, etc.)	District Staff
	Annually	Complete NFPA 25 Inspection (e.g., water flow, valve activation, etc.)	Contractor conducts inspection
	5-Year Inspection	5-Year Inspection (e.g., internal valve and pipe, check all valve covers and branch lines for corrosion, etc.)	Contractor conducts inspection
Fire Alarm			
	Weekly	Verify No Troubles (e.g., check the lights on the panel, supervisory signals weekly, etc.)	District staff
	Annual	Annual Inspection Test all connected devices (e.g., smoke detectors, heat detectors, batteries, circuits, etc.)	Contractor conducts inspection
Commercial Hood Fire Suppression			
	Weekly	Visual Inspection (e.g., make sure caps are in place, check system pressure, etc.)	District staff
	As needed or every 3 to 6 months	Maintenance and Cleaning <i>Failure to conduct maintenance and cleaning will result in a fire</i>	District staff

	Semiannual Inspection	Every 6-months	Contractor conducts inspection
	Annually	Commercial Hood System Test	Contractor conducts inspection
	Ten-Years	Every Ten-Years Hydrostatic Test Contractor conducts test (replacing the agent tank is an acceptable alternative)	Contractor conducts inspection
Elevator			
	Annually	Annual Elevator Inspection	Contractor conducts inspection
General			
	Semi-annually	General Health and Safety Inspection	District Staff
Specialty Classrooms			
	Annually	General Health and Safety Inspection	SIPE, District Staff
Open Space Areas			
	Annually	Mow or maintain combustible vegetation that could transmit a fire to a facility before it dries out (before June 1). Maintain a 100 foot "defensible space."	District Staff

X. ACTION PLAN

Employee Response to Fire Emergencies

Employees' response to a fire emergency is delineated in the School Site Safety Plan. Priority is activating the school fire alarm, evacuation of students and staff to a safe location, and calling 9-1-1. Designated and trained employees may attempt to extinguish incipient fires with fire extinguishers after sounding the alarm to alert other employees.

XI. TRAINING

Employees shall be apprised of the fire hazards they may be exposed to in the District. Upon initial assignment, employees should be made aware of those parts of this fire prevention plan that they must know to protect them in an emergency. This program is located on the District website at www.slcusd.org and is available for review upon request from the Building, Grounds and Transportation Assistant Director/Safety Coordinator.

Employees will receive job-specific training related to fire-prevention with documentation of training attendance. Fire action response is available in School Site Safety Plans. Fire action response training occurs on sites as part of the SLCUSD comprehensive school safety plans in accordance with Education Code 32280 and when in alignment with Illness and Injury Prevention Plan requirements per CCR Title 8, section 3203.




APPENDIX I- TRAINING ROSTER

Date training completed: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Employee Signature

SCHOOL GENERAL HEALTH & SAFETY INSPECTION CHECKLIST
Checklist for District Safety Committees or Self-Inspection

Inspected By:	Site:	Room:	Date:
 = No Hazard Observed  = Corrective Action Required  = Work Order Submitted or Hazard Corrected			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	HOUSEKEEPING and a sanitary workplace is necessary. Aisles should be kept clean and unobstructed. Storage of supplies and/or equipment should be in a safe, neat, and organized manner to prevent fires, trips, slips, falls, or to prevent stored materials from falling. All work areas should be free from any condition that would create a fire, life safety, and/or emergency evacuation hazard.		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	FIRE EXTINGUISHERS , where installed, must be mounted on the wall where all room occupants can find it in an emergency. The extinguisher must be in-service, fully charged, and not blocked. A 3 ft. clearance is required in front of and around all extinguishers. Do not hang items on fire extinguishers such as coats, hall passes, and backpacks.		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	FIRE ALARMS (ALARM PANELS & MANUAL PULL STATIONS) require at least 3 ft. of clearance in front of and around the devices. Do not paint, block, or cover alarm equipment with cloth or paper.		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	DECORATIVE PAPER and student artwork must be limited to approximately 20% of the wall space in each room. Do not cover electrical outlets, switches, alarms, electrical panels, heating or ventilation systems, etc. Do not place or hang anything combustible on doors, windows, ceilings, light fixtures, or from wall-to-wall using wires, cables, or string.		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	ELECTRICAL PANELS in classrooms and storage rooms require 3 ft. of clearance in front of and around the panel. Panel doors must remain closed, and do not cover panel doors with combustible materials, such as paper or cloth.		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	OVERHEAD STORAGE of equipment and supplies can be a major hazard in the event of an earthquake. All overhead storage should be secured or removed. Shelving lips or railings may be installed to prevent items from falling.		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	FILE CABINETS, BOOKCASES, AND OTHER furnishings should be secured to the wall or floor to prevent them from tipping over during an earthquake and injuring occupants and/or blocking access to exits.		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	ACCESS TO EXITS must be maintained at all times. Do not block front or back doors of classrooms or offices. All students and staff must have free access to both exit doors in case of an emergency. The pathway to exit doors must be as wide, or wider, than the door itself. Carts, desks, cabinets, equipment, etc. should not impede the evacuation process in an emergency.		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	EXTENSION CORDS may only be used for temporary power to approved curriculum devices such as overhead projectors. Extension cords must be unplugged after use and at night. Only use UL approved and grounded (3-prong) cords. Do not extend cords across walls, ceilings, walkways, or under rugs or carpeting.		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	POWER BARS or SURGE PROTECTORS must have UL approval and grounded (3-prong cord). Extension cords or other power bars may not be plugged directly into another power bar. Turn off power bars at night or when not in use.		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	TV's & AV CARTS must be in good operating condition and roll with ease. Equipment on the carts, such as TV's and other large objects, must be secured to the cart. TV's mounted to walls or ceilings must be secured to the mounting bracket and strapped to the bracket. TV's that are only strapped to the mounting bracket are unsafe.		

SCHOOL GENERAL HEALTH & SAFETY INSPECTION CHECKLIST
 Checklist for District Safety Committees or Self-Inspection

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	CHEMICAL SAFETY all hazardous or toxic chemicals must be stored out of the reach from children or in lockable cabinets. Employees are not permitted to bring any chemical to work without a copy of the Material Safety Data Sheet (MSDS) and prior approval from the site administrator or district safety coordinator. All containers (including water) must be properly labeled with chemical name.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	VENTILATION SYSTEMS & HEATERS work and shall not be covered or blocked. Do not cover or block heater access doors, air vents, air intakes, etc. Do not store anything within three feet (3) of a heater or ventilation system. Portable space heaters are not permitted in classrooms.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	KITCHEN APPLIANCES in classrooms are not recommended. However, they must be used as described by the manufacture and turned off at night and when not in use. Provide 3 ft. of clearance around the appliance and do not store combustible materials, i.e., paper on top or around cooking appliances. K-6 students should be a minimum of six feet (6) away of cooking demonstrations or hot appliances.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	STORAGE ROOMS such as electrical rooms, boiler rooms, kiln rooms, and heater rooms are not approved for storage of combustible materials. Do not block access to this equipment and maintain a 3 ft. clearance in front of and around the equipment at all times.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	CLASSROOM FURNISHINGS must meet or exceed State Fire Marshall requirements and may contain allergens, insects, pests, etc. Staff should not bring to work household furniture, curtains, partitions, etc.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	LADDERS or stepstools should be available for use. Staff should always use a ladder or a stepstool and never stand on desks, chairs, boxes, or other items.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	EMERGENCY PLANS AND EVACUATION routes should be posted in each room.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	OTHER ISSUES OR ADDITIONAL FINDINGS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	OTHER ISSUES OR ADDITIONAL FINDINGS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	OTHER ISSUES OR ADDITIONAL FINDINGS
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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	OTHER ISSUES OR ADDITIONAL FINDINGS

APPENDIX III- HAZARD CORRECTION

All reported hazards will be promptly investigated, and the District will take immediate steps to mitigate or eliminate any verified hazards. A Hazard Investigation should be conducted following a worksite-reported hazard. Supervisors are responsible for completing the Hazard Investigation with consultation and communication with the appropriate District Office department for hazard correction. For investigation of potential fire-related hazards, the Building, Grounds and Transportation Department Assistant Director/Safety Coordinator could assist in the investigation. Supervisors will provide this investigation record with documentation of applicable corrective action to the SLCUSD Assistant Superintendent of Business Services. The record will be stored for a minimum of three years.

FIRE HAZARD INVESTIGATION

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

YES	NO	N/A	
			<p>Exterior</p> <ul style="list-style-type: none"> • Is the address posted near the main entrance in a conspicuous location & in contrasting color? CFC 505.1 • Is a Knox Box accessible and are keys current? CFC 506.1 • Is there a 3-foot clear access to all fire sprinkler systems and fire standpipe connections? CFC 912.4.2 • Are the Fire Lanes clear from all obstructions? (20 feet and unobstructed) CFC 503.2.1 • Are Fire Lanes marked "Fire Lane No Parking" and clearly visible? CFC 503.3 • Is access provided for exterior gates & are locks in working condition? CFC 503.5.2
			<p>Fire Protection Equipment</p> <ul style="list-style-type: none"> • Is the phone number to the alarm company posted on the panel? • Is the Fire Alarm System clearly identified with no trouble light showing? CFC 901.6 • Are all fire sprinkler risers accessible, and if enclosed, are rooms clearly labeled? CFC 509.1 • Are commercial kitchen hood extinguishing systems serviced and tagged within the past six months? (Including those in cafeterias and/or multi-purpose rooms) CFC 904.12.6.2 • Have kitchen hoods been cleaned recently & are they free of grease accumulation? CFC 609.3.3 • Have all Fire Extinguishers been serviced and tagged within the last 12 months? CFC 906.2
			<p>Classrooms</p> <ul style="list-style-type: none"> • Are classroom occupant loads posted where required? (Any load over 50) CFC 1004.3 • Is the seating arrangement such that it would facilitate quick evacuation if needed? CFC 1003.6 • Are the top of portable fire extinguishers weighing less than 40lbs hung no more than 5' off the ground and accessible? (Weight over 40lbs hung no more than 3.5' off the top of the ground) CFC 906.9.1 & 906.9.2 • Is access to the portable fire extinguisher free of obstruction? CFC 906.6 • Is artwork or any teaching material on the wall excessive? Artwork & teaching materials shall be limited on walls of classrooms to not more than 50% of the specific wall area to which they are attached. (Sprinklers do not increase this amount) (This does not include fabric) CFC 807.5.2.3 <p><i>-Curtains, draperies, fabric hangings & other similar combustible decorative materials suspended from walls or ceilings shall be flame resistant & shall not exceed 10% of the specific wall or ceiling area to which they are attached.</i></p> <p><i>(Sprinklers do not increase this amount) CFC 807.3, 807.4</i></p>

		<p><i>-Curtains, draperies, fabric hangings & other similar combustible decorative materials suspended from walls or ceilings shall be flame resistant in accordance with the provisions set forth in CCR, Title 19, Division 1, Chapter 8. CFC 807.4</i></p> <p><i>-Treatment of fabric must be performed by a California State Fire Marshal-approved applicator and maintained in accordance with CCR, Title 19.</i></p> <ul style="list-style-type: none"> • Is the ceiling free of hanging artwork, teaching or decorative material? The hanging or displaying of decorative materials from acoustical ceiling systems that are part of a fire-resistance-rated horizontal assembly, shall be prohibited. CFC 703.3 • Are exits clear and accessible with no furniture, equipment or supplies obstructing access? CFC 1031.3 • Are exits free of flammable material? CFC 1031.6 • Windows are to be clear of flammable material if there is only one exit door. CFC 1030.4 • Classroom exit doors shall not have decorations on the door. CFC 1031.6 • Are evacuation maps clearly posted near the door? CFC 403.5.1 • Are emergency bags clearly accessible and located near the door? • Is storage >24" below the ceiling in buildings without fire sprinklers or >18" below the sprinkler head in buildings with fire sprinklers? CFC 315.3.1 • Are extension cords in use? (Extension cords are not allowed in place of permanent wiring) CFC 605.5 • Are electrical cords protected in areas subject to environmental damage or physical impact? (An approved cord protector is required in these areas) CFC 605.5 • Are multi-plug adapters being used? (Multi-plug adapters, such as cube adapters, unfused plug strips or any other device not complying with the California Electrical Code shall be prohibited) CFC 605.4 • Are surge protectors plugged directly into the wall, not interconnected, or used with extension cords? CFC 605.4.2 • Are electrical subpanels clear of decoration & obstruction? A working space of not less than 30" in width, 36" in depth, and 78" in height shall be provided in front of electrical service equipment. CFC 605.3 • Classrooms are to be free of flammable furniture including but not limited to couches, bean bags, lounge chairs, and pillows. Furniture with flammable exteriors & interior stuffing are not permitted. CCR, Title 19, Division 1, §3.08
		<p>Special Use Classrooms</p> <ul style="list-style-type: none"> • For shops (auto shop, wood shop, etc.) are flammable liquids stored in an approved flammable liquid cabinet with self-closing doors and no penetrations? CFC 5704.3.2 • For wood shop, if installed, is the dust collection system being properly maintained? CFC 2203.2 • For shop classrooms, are oil and/or paint rags stored in a metal container with a self-closing and tight-fitting lid? CCR Title 19 3.19 (c), 304.3 • In all classrooms with electrical equipment (machinery), gas systems (science labs), etc., are shut off valves and switches clearly marked and accessible? CFC 509.1.1 • In band and drama rooms, are any/all curtains/drapes flame-proof with a California State Fire Marshal tag? CCR Title 19 3.08, 807.3
		<p>Corridors/Hallways and Lobbies</p> <ul style="list-style-type: none"> • Have all obstructions or tripping hazards been cleared? CFC 1003.6 • Are all exits signs illuminated, and working, in areas serving more than 50 people? CFC 1013.3 • Are all doors in areas serving 50 or more people equipped with panic hardware? CFC 1010.1.10 • Artwork and decorative materials on each wall space does not exceed 20% of the total surface area in buildings. CFC 807.5.2.2
		<p>Public Assembly Areas (Gymnasiums, Cafeteria's, Multi-Purpose Rooms)</p> <ul style="list-style-type: none"> • Are exit signs illuminated and working properly? CFC 1013.3 • Is emergency exit lighting working properly? CFC 1008.3.5 • Are occupant load signs posted in a conspicuous location near the main entrance? CFC 1004.3 • Is seating arranged to facilitate quick exit in an emergency? CFC 1003.6

		<ul style="list-style-type: none"> • Are aisles clear of obstructions? CFC 1029.9.6.1 • Are drapes/curtains and any/all decorations fire-resistive with California State Fire Marshal tag? CCR Title 19 3.08, 807.3
		<p>Maintenance/Custodial Closets, Rooms or Shops</p> <ul style="list-style-type: none"> • Are oil and paint rags stored in a metal container with a self-closing and tight-fitting lid? CCR Title 19 304.3, 3.19(c) • Is storage neat and orderly? CFC 315.3 • Are electrical subpanels clear of decoration & obstruction? (A working space of not less than 30" in width, 36" in depth, and 78" in height shall be provided in front of electrical service equipment) CFC 605.3
		<p>Boiler/Mechanical/Electrical Rooms</p> <ul style="list-style-type: none"> • Is all storage cleared from these rooms? CFC 315.3.3 • Are rooms clearly marked as to their purpose/use? (Fire alarm, electrical room) CFC 509.1.1 • Are all fire rated assemblies in working condition? (self-closing doors working, no penetrations in fire rated walls) CFC 703.1
		<p>General</p> <ul style="list-style-type: none"> • Is wiring safe and in good condition throughout the campus? CFC 605.1 • Are all cover plates intact on outlets, light switches and any junction boxes? CFC 605.6 • Is storage height being maintained a minimum of 24" below ceiling in buildings without fire sprinklers or 18" below ceiling in building with fire sprinklers throughout the campus? CFC 315.3.1 • Are surge protectors plugged directly into the wall not interconnected or used with extension cords? CFC 605.4.2 • Are Fire Drill Records and the Approved Evacuation Plan readily accessible for review? CFC 405.5 • Are all ceiling tiles in place and there are no openings into attic space or area above the ceiling? CFC 703.1.2

Hazard Identification (if any)	Changes Implemented to Correct Hazard	Date of Correction Implementation	Name, Title and Department Responsible for Implementation of Correction	Signature of Supervisor

Notes:

Signature of Supervisor: _____

Date: _____