



*Provide a Safe Learning and Working Environment*  
**SCHOOL DISTRICT 11 SAFETY STANDARD**

Colorado Springs School District 11

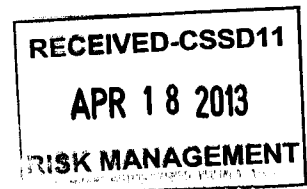
# SAFETY STANDARD

## Life Safety and Fire Prevention

1. This Safety Standard was developed by the Safety Office, Risk Related Activities Department.
2. A technical review and content acceptance was performed by:
  - The Environmental and Life Safety Supervisor
  - The Environmental and Life Safety Assistant
  - The Chief of Mechanical Systems
  - The Director of Facilities

Approved: \_\_\_\_\_ Date: 4/16/13

**Glenn Gustafson**  
Deputy Superintendent / Chief Financial Officer





*Provide a Safe Learning and Working Environment*  
**SCHOOL DISTRICT 11 SAFETY STANDARD**

## CONTENTS

TOPIC	PAGE
LIFE SAFETY AND FIRE PREVENTION PROGRAM	3
REPORTING OF FIRES	4
MEANS OF EGRESS	4-5
EMERGENCY PLANNING AND PREPAREDNESS	5
EMERGENCY EVACUATION DRILLS AND SCHOOL OCCUPANCY REQUIREMENTS	5-6
CLASSROOM ARTWORK, TEACHING MATERIALS and DECORATIVE MATERIALS	6
COMBUSTIBLE MATERIALS STORAGE	7
ELECTRICAL EQUIPMENT, WIRING and HAZARDS	7 - 8
FIRE PROTECTION SYSTEMS	8
FIRE SERVICE	9



*Provide a Safe Learning and Working Environment*  
**SCHOOL DISTRICT 11 SAFETY STANDARD**

**LIFE SAFETY AND FIRE PREVENTION PROGRAM**

A safe learning and working environment is not only a goal, but a necessity. The School District 11 Board of Education recognizes the need to provide a safe learning and working environment, and that adequate attention to safety is the responsibility of every person.

1. In accordance with Colorado State Statutes the Colorado Department of Public Safety, Division of Fire Prevention and Control requires compliance with International Fire Code (IFC) requirements for all Educational Group E Occupancies. *The International Fire Code establishes minimum requirements* consistent with nationally recognized good practices for providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions, and to provide safety to the fire fighters and emergency responders during emergency operations.
2. This program is mandatory at all District 11 locations. The safety office in the Risk Related Activities Department is responsible for the program administration, coordination, and communications.
3. The environmental and life safety office in the Facilities Department is responsible for coordinating fire code compliance inspections with local and state fire safety officials, and serves as the primary fire code compliance contact for all district locations.
4. All division heads, principals and supervisors are responsible for the implementation and supervision of this program within their departments and schools, and must ensure immediate corrective action is taken or reported to the appropriate department should a fire code violation or unsafe building condition be identified.
5. All employees, students, and visitors at district locations must comply with required life safety and fire prevention codes and instructions.



*Provide a Safe Learning and Working Environment*  
**SCHOOL DISTRICT 11 SAFETY STANDARD**

The following IFC requirements represent primary prevention and compliance requirements applicable to all schools, but are not a complete identification of the IFC requirements.

**REPORTING OF FIRES**

In the event that an unwanted fire occurs on school property, the incident must be immediately reported to the fire department and school personnel will implement the appropriate emergency plans and procedures. This requirement includes any fire incident, regardless if the fire may have been put out by a school employee or student. No person will, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

School fires include but are not limited to these potential scenarios:

1. Using matches and lighters, a heated light bulb or magnifying glass to ignite combustibles in the school bathroom, hallways, locker-room, classroom or playground.
2. Lighting firecrackers, smoke bombs or other types of fireworks on school property.
3. Igniting paper or other products in a trashcan, dumpster or near a school campus.
4. Using chemicals to cause a fire in a science classroom or on other school property.
5. Making, possessing, and/or activating any kind of bomb-like device on or near a school campus.
6. Setting bushes, trees, brush or grass on fire on or near a school campus

**MEANS OF EGRESS**

1. It is unlawful to alter a building or structure in a manner that will reduce the number of exits or the capacity of the means of egress to less than required by the International Fire Code.
2. Two exits or exit access doorways shall be provided when the occupant load level exceeds 50.
3. Manually operated flush bolts or surface bolts on exit doors are not permitted. Exit doors shall not be chained or otherwise rendered unusable.



*Provide a Safe Learning and Working Environment*  
**SCHOOL DISTRICT 11 SAFETY STANDARD**

4. Doors shall swing in the direction of exit travel when serving an occupant load of 50 or more.
5. Exit signs are required in rooms or areas which require two or more exits.
6. The path of egress travel shall not be obstructed, nor shall exits be obstructed in any manner.
7. Doorways shall not be less than 32 inches in clear width.
8. No exits or exit signs shall be concealed or obstructed by any materials or equipment.

**EMERGENCY PLANNING AND PREPAREDNESS**

An approved fire safety and evacuation plan shall be prepared and maintained. The plan shall be reviewed and updated annually, and must contain the following components:

1. Floor plans with the following:
  - a. Exits
  - b. Primary and secondary evacuation routes
  - c. Manual fire alarm stations (pull stations)
  - d. Portable fire extinguisher locations
  - e. Hose stations (if applicable)
  - f. Fire alarm annunciators and controls
2. Site plans with the following:
  - a. The occupancy assembly points
  - b. The location of fire hydrants
  - c. The normal routes of fire department access
3. Employees shall receive training in the contents of the plan and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to fire department officials upon request.
4. All building occupants must participate in monthly emergency evacuation drills.

**EMERGENCY EVACUATION DRILLS AND SCHOOL OCCUPANCY REQUIREMENTS**

1. The first emergency evacuation drill of each school year *shall be conducted within 10 days of the beginning of classes.*
2. Emergency evacuation drills must be conducted monthly and all building occupants must participate.



*Provide a Safe Learning and Working Environment*  
**SCHOOL DISTRICT 11 SAFETY STANDARD**

**Exception: Schools may substitute up to two all-hazards drills for up to two fire evacuation drills per school year.**

- 3. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.**
- 4. Records of required emergency evacuation drills will be maintained at the school.**
- 5. Emergency evacuation drills shall be initiated by activating the fire alarm system.**
- 6. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.**

**CLASSROOM ARTWORK, TEACHING MATERIALS and DECORATIVE MATERIALS**

- 1. Artwork and teaching materials can be attached directly to walls *but cannot exceed 20 percent* of any wall area if the school is not protected throughout by an approved automatic sprinkler system.  
*(This amount can be increased to 50% of the wall area if the school is protected throughout by an approved automatic sprinkler system)***
- 2. Artificial decorative vegetation must be flame resistant or flame retardant. Flame retardance must be documented and certified by the manufacturer. Any item that cannot meet the verification requirement must be removed.**
- 3. Natural cut trees are prohibited in schools unless the tree is located in an area protected by an automatic fire sprinkler system. Trees located in an approved area must be checked daily for dryness, and removed immediately if the needles become brittle or break.**
- 4. The use of unlisted electrical wiring and lighting on metal artificial trees is prohibited.**
- 5. Candles or open flames are prohibited.**
- 6. Any fabric in a building to include table cloths, curtains, draperies, banners, hangings and other decorative materials suspended from walls must be flame resistant or be non-combustible. Flame resistant documentation must be immediately available and furnished upon request. The permissible amount of these types of decorative materials must not exceed 10 percent of the total area of walls and ceilings.**
- 7. The hanging and displaying of salable goods and other decorative materials from acoustical ceiling systems is prohibited.**



*Provide a Safe Learning and Working Environment*  
**SCHOOL DISTRICT 11 SAFETY STANDARD**

**COMBUSTIBLE MATERIALS STORAGE**

1. Storage shall be maintained two feet or more below the ceiling in non sprinklered areas of buildings, or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings.
2. Combustible materials shall not be stored in exits or exit enclosures.
3. Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.
4. Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container (self-closing lid) and contents shall be removed and disposed of daily.
5. Combustible waste containers larger than 40 gallons shall have lids and must be made of metal or approved material.
6. Dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within five feet of combustible wall openings or under roof eave lines.

**ELECTRICAL EQUIPMENT, WIRING and HAZARDS**

**1. EXTENSION CORDS**

- a. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords can be used, but for temporary use only. Extension cords must be unplugged and appropriately stored at the end of use or workday.
- b. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings.
- c. Extension cords or flexible cords shall not be subjected to environmental damage or physical impact.
- d. Extension cords must be maintained in good condition without splices, deterioration or damage.
- e. Extension cords shall be plugged directly into an approved receptacle.
- f. The ampacity of the extension cord shall not be less than the rated capacity of the portable appliance supplied by the cord.
- g. Extension cords shall be grounded when serving grounded portable appliances.



*Provide a Safe Learning and Working Environment*  
**SCHOOL DISTRICT 11 SAFETY STANDARD**

**2. ELECTRICAL HAZARDS and EQUIPMENT**

- a. All known or newly identified electrical hazards must be abated as soon as possible.
- b. If electrical hazards cannot be corrected or eliminated by district 11 employees, then appropriate safeguards must be taken to ensure all students, staff, and visitors are protected from the hazard.
- c. There will be **NO STORAGE OF ANY MATERIALS** in electrical equipment rooms.
- d. A working space of *not less* than 36 inches in all directions must be provided in front of electrical service equipment.
- e. If the width of the electrical equipment is greater than 36 inches, the working space will not be less than the width of the equipment.
- f. Doors into electrical control panel rooms will be marked with a plainly visible and legible sign stating:

Electrical Room  
No Storage at Any Time.

- g. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.

**FIRE PROTECTION SYSTEMS**

1. It shall be unlawful for any person to remove, tamper with, or otherwise disturb any fire sprinkler system.
2. Fire and life safety equipment and devices to include fire extinguishers, fire blankets, manual pull stations, alarm panels, and fire sprinkler control valves must remain unobstructed at all times, and cannot be concealed from view.
3. Hand held portable fire extinguishers, not housed in cabinets, shall be installed on hangers or brackets.
4. Fire detection, alarm, and extinguishing systems shall be maintained in an operative condition at all times.
5. Records of all system inspections, tests and maintenance shall be maintained on the premises for a minimum of three years.
6. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.





*Provide a Safe Learning and Working Environment*  
**SCHOOL DISTRICT 11 SAFETY STANDARD**

**FIRE SERVICE**

1. Buildings shall have address numbers plainly legible and visible from the street or road fronting the building.
2. A key box may be required where access to or within a structure is unduly difficult because of secured openings or immediate access is required for life-saving or firefighting purposes.
3. Fire apparatus access roads shall not be obstructed in any manner.  
*(Fire apparatus access roads is a general term inclusive of all other terms such as fire lane, public or private street, parking lot lane, and access roadway)*
4. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, and an unobstructed vertical clearance of not less than 13 feet-6 inches.