

**Dexter Community Schools  
Loss Prevention and Risk Management  
District Guidelines**

Our property and liability insurance is provided through a pool of school districts self funding losses and excess insurance. As a member of the MAISL Trust where members share risk to provide affordable insurance coverage, we strive to continually improve safety and mitigate loss whenever possible. The risk manager conducts annual inspections of one or more of our school buildings each year and provides us feedback on corrections that need to be made. This document was prepared to help all employees understand and comply with commonly violated safety guidelines, but is not exhaustive. Items violating any of these guidelines may not be purchased or reimbursed by the District.

- 1) Any fire door (e.g., stairwell door) that is designated to normally be kept closed (equipped with a self-closing mechanism) must not be blocked open with a chair or door stop.
- 2) NOT ALLOWED: String lights that are either hanging or on Christmas trees in any part of any building. The recommendation comes from NFPA 1 - Fire Code of the National Fire Protection Association. The purpose of the code is to prescribe minimum requirements necessary to establish a reasonable level of fire, and life safety and property protection from the hazards created by fire, explosion, and dangerous conditions. Even if you are not plugging them in, the opportunity for someone else to plug them in still exists. They are also a strangle hazard for unsupervised students. Please take them home.
- 3) NOT ALLOWED: Open flames such as birthday candles or decorative candles
- 4) NOT ALLOWED: Personal furniture is not designed or manufactured for fire safety, insect infestation resistance, or commercial use or fire safety. Please take your personal furniture home.
- 5) Student-prepared artwork and teaching materials may be attached directly to the walls and must not exceed 20 percent of wall areas
- 6) NOT ALLOWED: Flammable material (paper or cloth) hanging from any ceiling in any ingress or egress (hallways and common spaces)
- 7) NOT ALLOWED: Display of live or fresh-cut trees, even during the holiday season, is prohibited in all educational buildings. Noncombustible artificial trees may be displayed in locations that will not interfere with egress.
- 8) NOT ALLOWED: Hanging anything from the sprinkler heads
- 9) Do not stack or store any item less than 18 inches below sprinkler heads deflectors in sprinklered areas of the building
- 10) The following items should not be in any classrooms:

Space heaters

Microwaves/coffee makers/refrigerators/grills

Additional lighting unless lighting is necessary for learning environment

Rugs/carpet that were not purchased from commercially approved resources

Bookcases/shelving units that were not purchased from commercially approved resources

Drapes/curtains/fabric that were not purchased from and installed by commercially approved resources

Hot plates

Scent warmers/candles

Paints/chemicals/cleaners

We want to provide a welcomeness to create innovative spaces for collaboration and creativity, but we do have an obligation to safety first. None of us would want something to happen and then find out that what caused a tragedy was against school regulatory or safety codes or not designed for commercial use. That is why we are required to have inspections, because we are all not experts on codes.