

**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) 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
- 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) NOT ALLOWED: Flammable material (paper or cloth) hanging from any ceiling in any ingress or egress (hallways and common spaces)
- 6) 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.
- 7) NOT ALLOWED: Hanging anything from the sprinkler heads
- 8) Student-prepared artwork and teaching materials may be attached directly to the walls and must not exceed 20 percent of wall areas.
- 9) Heaters/radiators in the classrooms should remain free of combustibles such as

books, papers and craft items. These units should NOT be blocked by items so quick access is available.

- 10) 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. The doors must be fire rated and operable to be fully effective.
- 11) Do not stack or store any item less than 18 inches below sprinkler heads deflectors in sprinklered areas of the building.
- 12) A clear and unobstructed path for egress must be maintained in the hallways, in and around exit doors and in vestibules, to allow for proper egress in the event of an emergency. If tables and/or chairs are temporarily utilized in the hallways, all items should be placed to one side and removed when the task is completed.
- 13) All electrical panels should have a three foot (36") clearance of any items to ensure the panel is quickly accessible.
- 14) Extension cords should be utilized on a temporary basis and cord/ground plug should be visually inspected prior to use.
- 15) The doors to access custodial closets, boiler and mechanical rooms should be locked to prohibited unwanted entry.
- 16) Boiler rooms should be clear of additional storage items. Jurisdictional boiler operating certificates are required to be posted near the equipment. Control panels should be covered and access panels closed. Floor drains should remain clear and floor dry.

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.