KELLER ISD	Key Strategic Priority: 3
ADMINISTRATIVE REGULATION	Business
Safety - Fire and Electrical	CK (LOCAL) (R1) CK (LEGAL) (R1)

The following Guidelines have been established in order to promote a safe learning environment, comply with state energy conservation guidelines, and meet local fire codes at all KISD facilities.

Power Sources:

- Extension cords may not be used as permanent power sources.
- Multi-plug adaptors other than circuit breaker power strips are not allowed.
- Circuit breaker power strips must be plugged directly into a wall socket.

Appliances:

- Electrical and household appliances shall be confined to the lounge, office areas, and in special programs as provided by the district.
- Personal electrical appliances are prohibited. Personal fans and ceramic heaters are the only exceptions allowable and require approval by the principal.
- Special circumstances related to students with disabilities will be determined through the 504/ARD committees with consideration given for fire/electrical safety and energy conservation efforts.
- Hot plates, candle warmers, cup warmers, etc. may be used only as indicated in the KISD curriculum and as approved by campus administration.

Fire Hazards:

- String lighting is prohibited.
- Storage is not allowed in boiler, mechanical, or electrical distribution rooms.
- Storage will be kept to a minimum of 24 inches below ceilings.
- Curtains, draperies, hanging and other decorative materials suspended from wall or ceilings shall be flame resistant or non-combustible.
- 3D artwork will not be allowed in hallways or corridors.
- The hanging and displaying of decorative materials from ceilings shall be prohibited.
- Artwork and flammable materials in classrooms are limited to 50% of each wall area and shall not be continuous from floor to ceiling or wall to wall.
- Reading lofts shall be no more than 4’ by 4’, maintain an 18” clearance from the ceiling and have no electrical equipment underneath.
- Open flames such as candles, lighters, matches, Bunsen burners, or fire starters shall be used only as indicated in the KISD curriculum and as approved by campus administration.

These administrative regulations may be amended more stringently by the local Fire Marshall of the municipality having jurisdiction for each campus and may vary from municipality to municipality.