



# Fire Safety Tips for Schools

## Fort Bend County Fire Marshal's Office

The information listed below is some of the more commonly located deficiencies located during school and campus inspections. Use these tips as a guideline for practicing safe fire prevention.

### Evacuation

- All occupants need to be familiar with the primary and secondary evacuations routes from the room they are in and the routes and exits from the building. Evacuations maps noting the primary and secondary routes must be visible in each room.

### Life safety equipment

- Fire extinguishers and fire alarm pull stations shall be visible and accessible at all times.

### Decorations

- Artwork and teaching materials **shall not exceed 50%** of the specific wall area they are attached.
- Egress doors shall remain free of combustible materials. This is to include decorations hanging over exit pathways.
- Combustible decorative materials, including curtains, draperies, hanging fabrics, shall be treated with fire retardant material based on the manufacture's recommendation. This will be verified annually.
- The hanging and displaying of salable goods and other decorative materials from acoustical ceiling systems that are part of a fire-resistance-rated floor/ceiling or roof/ceiling assembly, shall be prohibited.

### Storage

- Combustible materials **cannot be stored within 24 inches** of the ceiling in a non-sprinkled building **and within 18 inches in a sprinkled building**.
- Combustible items and materials shall not be stored in boiler rooms, mechanical, electrical or air handling rooms.
- Combustible items must not be stored in kiln rooms.
- Items cannot be stored in the hallways or exit corridors.
- Gas cylinders located in vocational shop areas must be properly secured.

### Electrical

- Extension cords **cannot** be used as a substitute for permanent wiring or connected together. Extension cords **cannot** be affixed to a structure, extend through walls, ceilings or floors, or under doors. Appliances must be plugged in **directly to an approved wall receptacle**.
- Electrical panels must maintain a clearance of 30" in width, 36" in depth and 78" in height.
- The heating element or combustion chamber shall be permanently guarded so as to prevent accidental contact by persons or material; to include decorative lighting, candle warmers and any heat producing device.
- Portable space heaters must be plugged directly into an approved receptacle and without the use of an extension cord. Portable space heaters shall not be operated **within 3 feet** of combustible materials.

**\*\*This is not an all-inclusive list\*\* \*\* Subject to district guidelines and policies\*\***