

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5105

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CATEGORY: **Support Services, Safety Program**

EFFECTIVE: **1-29-62**

SUBJECT: **Fire Safety, General**

REVISED: **11-22-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures covering fire prevention and safety. Emergency procedures, including false alarms, are covered in the Emergency Procedures Manual.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-2000, G-3000, H-7900, H-7920, I-1350; Health and Safety Code Sections 13115, 13119, 19810-19816; California Code of Regulations, Title 19, Section 65.02; San Diego City Ordinance 11725.
2. **State Fire Marshal's regulations** under California Code of Regulations, Title 19, Section 65.02, prohibit use of open flames in connection with entertainment on school premises.

3. **Health and Safety Code Section 13119** states:

It is unlawful for any person, firm, or corporation to establish, maintain or operate any auditorium, school, or any other place of public assemblage used, or intended for use, as a place of amusement, entertainment, instruction, display, or exhibition, unless all drapes, hanging curtains, drops and all other similar decorative materials that would tend to increase the fire or panic hazard, are made from a nonflammable material, or are treated and maintained in a flame-retardant condition as defined in Section 13115. The provisions of this section shall not apply to portions of the premises which are not a part of and are not directly connected with that portion of the premises used for any of the above purposes.

Schools are directly affected by this law and must therefore comply with the requirements.

4. **Health and Safety Code Sections 19810-19816 regulate** use of highly flammable materials for articles of wearing apparel in California. Use of highly flammable costumes worn by children in connection with school plays is prohibited. Care and judgment should be used when planning costumes and stage props for school activities; ordinary crepe paper, cheesecloth, and netting must be treated with approved flame-retardant chemical (C.5.).

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Safety Office, Business/Risk Management Department, Business Operations Branch (regarding technical information about safety and insurance); and to the Institute for Learning (regarding day-to-day interpretation).
2. **Definitions**
 - a. **Open flame:** Use of matches, candles, lanterns, alcohol burners, and similar devices having any form of open flames. For purposes of this procedure, "open-flame" devices include hot plates, coffeepots, hot pots, toaster ovens, irons, and similar devices having the potential to produce heat or heated materials.
 - b. **Flame retardant:** As used herein, means treatment by a flame-retardant solution or process approved by the state fire marshal that will render the fabric or material resistant to flame or fire to the extent that the material will successfully withstand standard fire-resistive tests adopted and promulgated by the state fire marshal or local fire authorities.
3. **Open Flames (C.2.a.)**
 - a. **Entertainment** (including rituals). Use of open flames in connection with entertainment on school premises is prohibited by law. This prohibition covers the use of matches, candles, incense, lanterns, alcohol burners, and similar devices as defined in C.2.a. Bonfires shall not be permitted at Halloween carnivals, potlucks, student rallies, or any other activities on the school grounds.
 - b. **Instruction.** Open flames cannot be used inside any school building except in classrooms or shops where the nature of the instruction demands the use of open-flame devices. All classrooms where open flame devices are used *must* be equipped with a permanently installed 40 BC or 2A-10BC dry chemical extinguisher and an approved fire blanket and holder.
 - c. **Hot plates, coffeepots, and similar devices** listed in C.2.a. may be used for instructional purposes in classrooms, provided they are used in areas clear of any combustible materials, a 40 BC fire extinguisher and a fire blanket are available, and the equipment is of a type with *unexposed* elements and U.L.-listed wiring. A direct electrical connection must be made to the electrical outlet without the use of "zip" or extension cords.

- d. **Construction, maintenance, and repair.** Open flames are permissible with proper safeguards. A fire extinguisher of the appropriate type must be readily available.

4. **Trees for Winter Holiday Use**

- a. **All trees used in schools must be flameproofed.** (Exception: Live trees in planter containers, metal trees, and cut trees *not over* three [3] feet in height.) Flameproofing shall not be done by school district employees. Individuals wishing to sell or give holiday trees to schools must provide trees that have been flame-proofed *prior* to delivery to the school. Flameproofed trees must bear the *certificate* of a firm licensed to perform this service.
- b. **Fresh trees should be used.** Trees are to be placed in containers of water or moist sand, anchored firmly, and kept away from sources of heat or ignition. All trees should be disposed of before they become dry. Trees must not be placed where they might block doorways.
- c. **Artificial trees made of aluminum or vinyl are acceptable.** **Caution:** Because aluminum is a conductor of electricity, electric lights shall *not* be attached to the tree due to the potential hazard. This also could apply to vinyl trees if they have metallic skeletons. Color light wheels placed on the floor near a tree would be approved.
- d. **Only U.L.-listed tree lights shall be used.** All light strings should be carefully checked for proper condition; metallic ornaments should not be placed near light sockets.
- e. **Electrical circuits should not be overloaded.** Too many light strings and/or other electrical devices should not be used on one circuit.
- f. **Only district-supplied, heavy-duty, three-wire grounded electrical extension cords shall be used.**
- g. **Combustible decorations shall not be used on the tree.**
- h. **Electric trains and heat-operated toys** must be kept away from the tree, and should be operated only under adult supervision.

- i. **Emergency procedures should be reviewed.** Personnel should know how to call the Fire Department in an emergency (911), and what to do in case clothing catches on fire. They should know location of the nearest fire extinguisher and fire blanket for possible emergency use.
5. **School use of flammable decorative material and fabrics is prohibited.** (B.3 and B.4.)
 - a. **District specifications** for AV drapes and drapes used on school stages require that they be treated with a flame-retardant process approved by the state fire marshal and be periodically inspected to maintain this quality. San Diego Fire Department will make annual inspections. School sites will pay for a licensed contractor to flameproof all district curtains and drapes that fail to meet an inspection made by the San Diego Fire Department.
 - b. **Crepe paper** stocked in the district warehouse is flame retardant. Any cloth or other material *not* so treated, and which is to be used for stage effects, must be sprayed or painted with a Safety Office approved chemical.
 - c. **Room decorations and displays.** A *maximum* of 20 percent of existing *wall space*, exclusive of window and door openings, may be used to display flammable materials such as posters, student papers, and bulletin boards. (*Combustible decorations shall not be hung from ceilings or light fixtures.*)
6. **Costumes/Flammable Wearing Apparel.** Sections 19810 through 19816 of the Health and Safety Code regulate the use of highly flammable material for wearing apparel; costumes worn by students in school musicals, plays, and similar activities must meet these requirements. Care and judgment must be exercised in planning costumes and stage effects. *Use of open flame devices of any type in these activities is prohibited.* Regular clothing worn by students in their everyday school attendance may be worn to practice or to present schools plays and similar activities without the need for flameproofing. (The fire marshal has ruled that unless clothing "fits" the child and *normally* would be worn by the student, such clothing becomes a "costume" and must be flameproofed.)
7. **Flammable Liquid Storage in School Shops** (Use of Storage Cabinets)

Note: Safety codes require that all flammable and toxic liquid containers be *labeled* as to contents. Letters identifying contents should be 1 inch high and of a contrasting color, preferably yellow or white on red or yellow containers.

- a. **All cabinets** for flammable liquids must be approved by the local fire marshal and must have the lettering, "Flammable—Keep Fire Away," stenciled on door of the cabinet to comply with Fire Department regulations.
- (1) These cabinets *shall not* be used to store stock, paper, or any materials other than flammable liquids.
 - (2) Each storage cabinet shall contain *no more* than 50 gallons of flammable liquid at any one time.
- b. **In all shops, except senior high school auto mechanics shop**, there shall be no more than four (4) gallons of flammable liquid in use outside the approved storage cabinet or paint room facility. Of these four (4) gallons, there shall be no more than one (1) gallon of lacquer thinner in use.
- c. **In senior high school auto mechanics facilities**, there shall be no more than six (6) gallons of flammable liquids in use outside the approved storage cabinets, in addition to flammable liquids listed below:
- (1) **Parts washing fluids** (kerosene, paint thinner, or stoddard solvents)—20 gallons per washing tank. *Tank must be equipped with closable lid with heat-actuated safety link that will automatically close tank lid in event of fire.*
 - (2) **Carburetor cleaner** (e.g., Tyme and Bendix) shall be kept in metal cans with the lid on. No more than ten (10) gallons shall be in use outside of approved metal lockers.
 - (3) **Gasoline** shall be stored in approved metal safety cans with flashback arrestor screens. *Gasoline shall be used for running engines only, not for cleaning purposes.*
 - (4) Lacquer thinner—no more than one (1) gallon may be in use in the auto shop at any time.
- d. **Flammable and combustible materials** should be used and stored as close to the floor as possible.
- e. **Any transfer of flammables** from one container to another shall be done in a well-ventilated and approved area at least 50 feet from any ignition source.

- f. **Sufficient distance between flammables and ignition sources** must be maintained; size of the room or area, flow of the air, and possible ignition source must be considered at all times.
 - g. **In shops where there are no approved paint room facilities**, flammable fluids shall be kept in *approved* cabinets; quantities should be kept to as few gallons as possible.
 - h. **Bulk storage** of flammables is permissible in shop paint rooms; quantities should be kept to a minimum. Central bulk storage in a designated *approved* area within the school is strongly recommended.
 - i. **Junior high school shops with power mechanics programs** shall store gasoline in approved metal safety containers. *Gasoline shall be used for running engines only.* Transfer of gasoline from the storage tank to the engine fuel tank shall take place only outside the shop, using precautions noted in 7.e. and 7.f.
8. **Flammable Liquid Storage in School Science Areas**
- a. **No container shall exceed a capacity of one (1) gallon.** (Exception: Approved-type safety cans may be of 2-gallon capacity.)
 - b. **All flammable liquids** shall be stored in an inside storage room except when being used for demonstration or laboratory work.
 - c. **No more than ten (10) gallons of flammable or combustible liquids** shall be stored outside an approved flammable liquid cabinet.
 - d. **All containers shall be made of unbreakable material.** When it is necessary to store a flammable liquid in glass because of its reactivity to an unbreakable material, size of the container shall be limited to one (1) pint, and the container shall be stored as near the floor as possible. (*ALCOHOL SHALL NOT BE STORED IN GLASS.*)
9. **Safety Inspections**
- a. **Principal or designee** shall conduct school fire safety inspections on a semiannual basis and report results.

- b. **A fire department inspector** shall *conduct a periodic inspection* at each school, and report all life and/or fire hazards that must be corrected to the district Safety Office.

10. **Fire-Safety Regulations**

- a. **Corridors and exits.** All corridors and exits shall be kept free from obstruction to provide free egress from the building at all times. Children's exits must not be blocked by locked gates. All required *exit gates* shall be locked in *open position* during hours children are occupying school grounds.
- b. **Doors.** At no time should panic door hardware on any doors be padlocked or chained.
- c. **Prohibited storage areas.** The following areas are strictly prohibited from use for storage:
 - (1) Furnace and heater rooms
 - (2) Unprotected (not plastered) areas provided as access for making repairs to plumbing and electrical systems.
 - (3) Electrical panel rooms
 - (4) Mechanical rooms
- d. **Temporary storage of materials.** Collections of nonschool combustible materials shall not be stored on school grounds overnight. Materials such as paper from paper drives, if collected during the day, must be tied or boxed securely and placed at least 50 feet from school buildings.
- e. **Debris and trash hazards.** It is strictly prohibited for combustible materials, such as waste papers, broken wood, rags, trash, or other debris, to be accumulated or stored in back of fences or signboards; in or near buildings, under or on staircases, cellars or basements; or in any other unapproved location.
- f. **Electrical alterations.** The making of electrical appliances (except for instructional purposes) and the installation or repair of electrical work by other than qualified persons under supervision of the Maintenance and Operations Department, Facilities Management Branch, is strictly prohibited.

- g. **Fire-fighting equipment.** No principal, custodian, teacher, or other school employee is permitted to change the location of fire-fighting equipment without permission of the Safety Office.

D. IMPLEMENTATION

1. **Plans for Emergencies** (fire, earthquake, civil defense)
 - a. **Principal/administrator or designee**
 - (1) Arranges for posting of "Emergency Procedures Posters" (E.1.) in classrooms, offices, and other appropriate places.
 - (2) Develops draft of plans for fire, earthquake, and disaster emergencies in accordance with district emergency procedures included in the Emergency Procedures Manual.
2. **Semiannual Site Safety Inspection and Report**
 - a. **Custodian** conducts semiannual safety survey of the school/site:
 - (1) Uses the form provided and district safety rules as a guide.
 - (2) Prepares report "Semiannual Safety Inspection," *indicates corrective action taken* (e.g., initiation of work order, "Request for Service," and nonstock purchase order) and forwards report to principal/site administrator for approval.
 - b. **Principal/site administrator** reviews and signs the report, especially noting actions taken and hazards which need correction; verifies that all corrections requested but not completed are listed on the form; sends one copy of report to the Maintenance and Operations Department.
 - c. **Maintenance and Operation Department** receives and reviews reports. Notes completion of necessary corrective work and forwards one copy of completed report to the Safety Office.

3. **San Diego Fire Department Inspections**

- a. **Safety Office** notifies principal/site administrator of corrections required; assigns appropriate personnel to help make corrections. Copies of inspection report go to the site and to the Architectural Program Unit, Maintenance and Operations Department, as appropriate.
- b. **Principal/site administrator** ensures that corrections required by D.3.a. are accomplished.
- c. **Safety Office** files original report for reference.

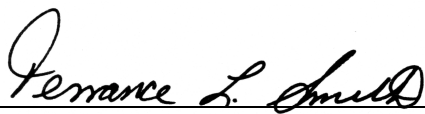
E. FORMS AND AUXILIARY REFERENCES

1. Emergency Procedures Poster, Stock Item 22-E-5101
2. Semiannual Site Safety Inspection, form issued by the Safety Office

F. REPORTS AND RECORDS

1. Each principal/site administrator is responsible for completing the school safety inspections, "Semiannual Site Safety Inspection and Report."

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education