

Follow these fire safety tips to keep your school and classrooms free from common fire code violations.

## Fire exits.

- Keep exit doors and routes accessible and exit doors unlocked on the inside.
- Keep hallways unobstructed. Tip: look at the width of your fire exit doors and make sure there is an unobstructed exit route at least the same width. Don't clutter hallways with extra desks and furniture.
- Ensure that fire exits are well marked, and doors are unlocked (from the inside, e.g., a crash bar).
- Self-closing doors into a hallway (which are designed to make the hallway a safe exit space) should not be propped open.

## Electrical hazards.

- Extension cords are meant for temporary use (30 days or less). If they are needed for a longer period, get an appliance (e.g., light, printer, etc.) with a longer cord or rearrange the room so it is nearer to the outlet.
- Use only one extension cord or power strip for an appliance. Stringing extension cords or power strips together (daisy chain) creates a fire hazard.
- Ensure any extension cord is rated for the ampacity of the appliance(s) it serves.
- Never place electrical cords under paper or carpet/rugs.
- Keep access to electrical panels clear.

## Flammables.

- Keep your inventory of flammable chemicals as low as possible.
- Use flammable storage cabinets if the amount requires it.
- Keep an up-to-date list of science chemicals at the office in the event there is a fire.
- Fire extinguishers should be kept in the rooms where flammables are stored (science, art, CTE, etc.) and be inspected yearly.
- Contact your local hazardous waste purveyor for information regarding disposal of outdated or excess flammables (including hand sanitizer).

## Combustibles.

- Limit paper (e.g., art projects) to 25% of wall space in halls or classrooms.
- Floor to ceiling paper trees should not obstruct a fire exit (ideally, locate them in the opposite corner of the room). Some fire agencies and schools have specifically banned paper trees. Check with your school and Fire Marshal.
- Combustibles cannot be stacked higher than 12 feet. Check with your Fire Marshal if you have questions on a specific item.
- Candles should not be used in schools.

## Storage.

- Keep classrooms and storage areas neat and uncluttered.
- Maintain a clear area below the ceiling so a fire can be extinguished. For sprinklered areas, keep a minimum 18-inch clearance below the ceiling. Maintain a minimum 24-inch clearance for non-sprinklered areas.

## Room Capacity.

- Pay attention to the maximum capacity in classrooms, gymnasium, and theatres. Don't fill rooms with chairs past the amount allowed by maximum capacity.

Thank you to Spokane County Fire District 9 for providing the content in this handout. Contact your local fire agency for questions and requirements regarding fire safety at your school.

Spokane Regional Health District assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. To file a complaint or to request more information, reasonable accommodations, or language translations, contact 509.324.1501 or visit [srhd.org](http://srhd.org).

**Hand sanitizers have a high alcohol content and are extremely flammable.**

Mount hand sanitizer dispensers:

- over hard floor surfaces like tile. Don't mount them over carpet unless the hallway is protected by sprinklers (or in a smoke control compartment – ask your Fire Marshal).
- 40 – 42 inches above the floor, with at least 48 inches between adjacent units.
- at least one inch horizontally from electrical outlets; no outlets above/below the dispenser.

Limit large quantities of hand sanitizer to containers that hold less than two liters.