

# ADMINISTRATIVE PROCEDURES

EBB

## BUSINESS MANAGEMENT

March 1, 1990

### SAFETY PROGRAM PROTOCOL - FIRE Liability Prevention

1. **Preventative Maintenance** - Principals Building supervisors, in coordination with the principal/designated leading administrator, the custodial team, and instructional staff, shall conduct a safety program of preventative maintenance for their schools. Playground equipment should receive a ~~routine weekly~~ daily safety inspection to check for parts showing wear and which have become potentially dangerous, along with a general inspection of the grounds around the play equipment for hazards, trash, debris, etc. The "Playground Safety Checklist," published by the Department of Operations, should be used for this purpose.
2. **State and Local Requirements** - The safety program should also include compliance with all current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.
3. **Potentially Prohibited Items** – The following items may pose a risk to the District in the form of safety, liability and/or health. Please consult with your building administrator and/or building supervisor as to the appropriateness of any listed item or any other related personal item(s).
  - Additional lighting, unless required for learning environment as approved by building administration
  - Space heaters
  - Personal microwaves, coffee makers, refrigerators, grills, hot plates, and similar
  - Residential or used furniture, rugs, carpets, and similar
  - Personal bookcases or shelving units
  - Drapes, curtains, fabrics
  - Scent warmers, scented candles, and similar
  - Holiday string lights, Edison lights, and similar
  - Paints, chemicals, cleaners
  - Animals
- ~~3. **Decorations in the Schools** – The following statement is a direct quote from Act 207 of the Public Acts of 1941 pertaining to Regulations to Cover Places of Public Assemblage. This is a legal statement and not a regulation by the normal definition. However, it is of such importance as to require special attention. Nothing in this Act should be interpreted to prohibit the usual displays of student work in the classrooms and about the building, although discretion must be used in light of this Act. It is assumed that the provisions of this Act will not prohibit the decoration of Christmas trees in the open courts of the schools, assuming precautions are taken to assure the electrical safety of the installation.~~

~~It shall be unlawful to use in any building described herein, used or intended to be used for the purposes of assembly, amusement or instruction, or any building or portion of a building defined as a place of assembly, flimsy decorations of any type such as: paper, paper~~

~~streamers, cloth, artificial plants, trees, flowers, vines, leaves, moss, shrubs, grass, cotton batten, or any other material or a combination of such materials, for decorative purposes or for the covering of ceilings, walls, windows, or doors, or for sound proofing, acoustical, insulating, artistic enhancement or any other similar purpose, that will produce a quick or fast burning fire, regardless of whether it is flameproofed or not.~~

~~Nothing in this section shall prohibit the use of cut flowers or of natural trees, plants, shrubs, or grass for artistic enhancement or decorative purposes, provided such trees, plants, flowers, shrubs, or grass are in soil and are maintained in a healthy condition.~~

~~The provisions of this section shall not apply to table linen, chairs, tables, or other portable incidental furniture.~~

~~Nothing in this section shall be construed to apply to merchandise for sale or displayed for sale.~~

~~Combustible furnishings such as drapes shall be treated with a flameproof solution, unless said material is of all wool and at least one sixteenth of an inch thick, then this treatment will not be necessary. Any other type of furnishings which in the opinion of the commissioner or fire chief may produce a quick or fast burning fire shall be treated with a flameproof solution in accordance with the specifications of the commissioner. All stage scenery, drapes, drops of any type, shall be treated with flameproof solution in accordance with the specifications of the commissioner. The use of paper table cloths is prohibited where smoking is permitted or where lighted candles are used. The use of imitation leather (or other material) consisting of or coated with a pyroxylin base is prohibited.~~