

Group A & E Occupancies Supplemental Safety Checklist

Fire Department Access

- Maintain the dedicated fire lanes, keep clear.
- Maintain markings for fire lanes, only if required by the Fire Code Official.
- School grounds may be fenced and equipped with locks provided that safe dispersal areas based on 3 square feet per occupant are located between the school and the fence.

Exits & Means of Egress

- Corridors shall not be reduced in width by benches, lockers, barrels, etc.
- Security devices affecting means of egress shall be subject to approval of the fire code official.
- Corridors serving any area caring for one or more non ambulatory persons shall not be less than what is required by code.
- Manually operated flush bolts or surface bolts are not permitted.
- Post occupant load signs, for 50 or more persons in places of assembly.

Heat Producing Appliances and Furnace Rooms

- Portable, electric space heaters shall be plugged directly into an approved receptacle, not into extension cords.
- Portable, electric space heaters shall not be operated within 3 feet of any combustible materials.
- Portable, electric space heaters shall be operated only in locations for which they are listed (are they listed for residential or commercial use?).

Hazard Communication

- Material Safety Data Sheets(MSDS) for all hazardous materials shall be readily available on the premises.
- Persons responsible for the operation of areas in which hazardous materials are stored dispensed, handled or used shall be familiar with the chemical nature of the materials.

Housekeeping

- The artwork and teaching materials shall not exceed 20 percent of the wall area in a building that is not protected throughout by an approved automatic sprinkler systems.
- The artwork and teaching materials shall not exceed 50 percent of the wall area in a building that is protected throughout by an approved automatic sprinkler system.
- Decorative materials shall meet Title 19 requirements.

Staff Education & Emergency Preparedness Planning

- Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter.
- Fire safety and evacuation plans shall be review or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

Fire Drills in Schools

- The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.
- Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.
- Records shall be maintained of required emergency evacuation drills.